



AGI CONSTRUCTION, INC.

Compliance Officer - Job Description

JOB TITLE – Compliance Officer

REPORTS TO: COO

GENERAL SUMMARY OF THE POSITION:

Leads efforts to consolidate and standardize company operating and maintenance manuals, procedures, and material specifications. Enhances operational procedures, technical standards, and documentation to ensure safety, reliability and compliance with regulations.

ESSENTIAL JOB FUNCTIONS:

- Report to the Chief Operations Officer (COO) to provide risk analysis, coordinate and propose risk mitigation strategies;
 - Assist in the development of our gas operations training school's curriculum;
 - Ensure compliance with client Operation Manuals (O&M), project plans and specifications, as well as State, Federal and PUC regulations;
 - Work with the COO, Safety Director, Superintendents and foreman to ensure safety, quality control, quality assurance, and OSHA compliance;
 - Mentor, train, and develop construction personnel to ensure their maximum development;
 - Review and recommend improvements to existing and proposed company field processes; and
 - Collaborate with the management team and senior leadership to develop and implement plans for the operational infrastructure of systems, processes, and personnel.
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- **EDUCATION AND EXPERIENCE REQUIRED**
 - Bachelor's degree in engineering or technical discipline or equivalent ten years of progressively responsible experience in gas distribution.
 - Fully gas qualified (Possess all Gas Operator Qualifications).
 - Detailed knowledge of gas industry regulations including CFR 192.



KNOWLEDGE, SKILLS AND ABILITIES including licensing and competencies which may be representative but not all inclusive of those commonly associated with this position.

- Requires strong analytical, supervisory and excellent written and oral communication skills.
- Must be able to manage multiple priorities, solve problems expediently and motivate staff.
- Trustworthy leader who works well with all levels in the company and serves as a mentor to others.
- Must be familiar with Company and industry standards, policies, procedures and applicable regulations and practices.
- Energetic and creative individual with solutions for growth and opportunities.
- Microsoft Office, Excel, Power Point and basic computer skills required.
- Some local travel required.

AGI Construction, Inc. is an equal opportunity employer.

We provide excellent benefits including health, FSA, dental, short and long term disability, and 401(k) with employer contribution.

Please forward resume to:

AGI Construction, Inc.
P.O. Box 17247
34 Appian Way
Smithfield, RI 02917

Attention: Amy Parker – Director of Human Resources

Or email to:

aparker@agiconstruction.com