



Job Posting

Position Title: Supervisor, Code Compliance and Training Development	Reports to: Manager, Technical Training and Quality Management
Company/Location: USC / Portsmouth DOC	Department: Gas Operations
Starting Salary: \$82,384 - \$102,980/annually	

Position Purpose

This position develops, organizes, writes and edits operational procedures, manuals and policies designed to support pipeline construction, operation, maintenance, service and emergency response activities for gas operations. Other key objectives include designing and preparing curriculum for instructor led training classes, eLearning courseware and other materials that support natural gas training programs for progression students (i.e. apprentice through First Class), employees and contractors.

Qualifications

- Bachelor's degree in English, Journalism, Communications, or Teaching or equivalent work related experience
- 3-5 years' experience working as a Technical Writer and/or Instructional Designer
- Ability to analyze and synthesize complex content.
- Strong technical aptitude and ability learn new concepts and tools quickly
- Excellent writing and proofreading skills.
- Ability to write clearly and succinctly for multiple audiences using either formal or more casual tones.
- Experience in natural gas / energy industry a plus
- Desired background in code compliance. Preference to understanding applicable codes, i.e. 49 CFR 192, 49 CFR 193, CMR 220, NH PUC 500, NH PUC 800, ME PUC 420, NFPA 58/59 and NFPA 59A.
- Ability to use desktop applications (e.g., Microsoft Word, Excel, and PowerPoint)
- Experience using course authoring tools (i.e. iSpring) and proficiency with various LMS systems
- Understanding of varied learning styles
- Knowledge of learning assessment and evaluation methods

Unitil is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

i. **To apply for this position, visit:**

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ba034618-ece3-4146-bf0b-d929805bb982&ccId=19000101_000001&type=MP&lang=en_US

OR

ii. <https://unitil.com/careers>