

# MISSOURI PROPANE GAS COMMISSION

## Inspector Job Description

*This job description is designed to be a general guideline of the duties, qualifications and work schedule. It is not intended to be all-inclusive, and is subject to change.*

### SUMMARY

The inspector reports to the director and conducts safety and device inspections of propane storage, dispensing, and utilization facilities located at various locations within the state of Missouri; and enforces statutes and regulations.

### ESSENTIAL JOB FUNCTIONS

1. Conduct comprehensive safety inspections of propane fuel storage, distribution, dispensing and utilization equipment at commercial locations (i.e. service stations, terminals, marinas, airports, etc.) and public buildings (schools, nursing facilities, hospitals, etc.).
2. Conduct safety inspections of bulk fuel storage plants, dispensing facilities, and fuel delivery vehicles. Review and approve/disapprove installation site plans.
3. Observe the loading and unloading of fuel transportation vehicles and ensure safety transfer practices are followed.
4. Enforce state statutes, rules, and regulations pertinent to public safety. Investigate complaints relating to public safety. Take corrective action and make recommendations to director regarding violations resulting from inspections.
5. Issue citations and stop/sale and use orders relating to violations of state statutes, rules and regulations relating to public safety and other aspects of fuel storage, dispensing and utilizations systems. Reinspect systems and authorize the return of devices to service.
6. Investigate accidents where regulated fuels are stored, distributed, and utilized to determine cause. Work with federal, state, and local officials in conducting fuel accident investigations.
7. Testify in court and give depositions on behalf of the state as an expert witness. Prepare and submit activity, inspection and investigative reports.
8. Record work activities including inspections, observations, investigations, approvals, notifications, citations, and corrections into computer system. Submit required files and documents to office.
9. Provide technical expertise and assistance to director, staff, and external customers in interpreting and applying statutes, rules, and regulations, inspection techniques and use of equipment, investigations, and enforcement actions.
10. Communicate regularly with director concerning work-related activities. Promptly inform director of serious issues, and issues that warrant his/her immediate attention.
11. Assist director in creating and developing public information, forms, policies and procedures.

12. Attend training on job-related topics including propane safety, safety inspections and computer software.
13. Maintain vehicle and equipment as needed to keep them in good condition.

### SECONDARY JOB FUNCTIONS

Perform other duties as assigned.

### QUALIFICATIONS

Five years' technical experience in the propane industry relating to the installation, operation or repair of fuel storage, utilization and dispensing systems.

Considerable knowledge of NFPA pamphlets 54 and 58 safety standards.

Ability to work independently, and as part of a team.

Follows rules and procedures.

Computer knowledge and skills.

Effective written and verbal communication skills.

Tact, diplomacy and professionalism. Ability to establish and maintain positive working relationships with internal and external customers.

Inquisitiveness.

Ability to enforce propane safety statutes, rules and regulations firmly and consistently.

Ability to work in hazardous environments.

Valid Missouri Driver's License and clean driving record.

Ability to travel extensively and stay overnight frequently.

Physical and mental abilities to perform the essential functions of the position.

### WORK SCHEDULE

Four, ten-hour days during Monday–Friday  
On-call 24/7