



Damage Prevention Coordinator

Wolverine Pipe Line Company is a transportation service company, headquartered in Portage, Michigan and incorporated in 1952. We have over 85 employees in the three states we operate in – Michigan, Indiana, and Illinois. Wolverine operates 700+ miles of active steel pipeline, connecting Chicago refineries to terminals in Michigan and Northwest Indiana and moving product west to east. We transport over 350,000 barrels or 14.7 million gallons of refined products a day. Wolverine also provides approximately 30% of Michigan's daily refined products supply. We deliver the products that fuel the nation.

Wolverine does not own the product we ship. We are strictly a transport vehicle for our customers, much like UPS or FedEx is for packages. The Federal Government regulates the tariffs Wolverine charges to transport products between origins and destinations.

Why Should You Apply?

- We hire for the long term and we invest in your success.
- We offer an outstanding benefits package that includes medical, dental, vision, paid vacation and holidays and 401k with company matching and additional company contribution after one year of service.
- Excellent compensation.
- Low employee turnover rate.

Benefits:

Wolverine offers a competitive Total Rewards Package that consists of:

- Medical/ Dental/ Vision Insurance
- Life Insurance Plans
- Paid Time Off
- Tuition Assistance
- 401(k)
- Employee Recognition Programs

Summary of duties and responsibilities:

Responsible for stewarding the prevention of damage to company owned pipeline assets from third parties. Responsibilities included administering the following Wolverine programs: FIMMS (Specifically Air Patrol Inspection and One Call), and Damage Prevention / 3rd Party Crossings Design Review Process. The role will coordinate the activities associated with the above programs in a manner which promotes synergy amongst all stakeholder groups (including internal and external) for the paramount goal of maintaining safe operations of the pipeline. This position requires a commitment to, and ownership of, the company's Behavior-Based Safety Program.

Essential Duties and Responsibilities: (not all inclusive)

- Enforce compliance with Wolverine's Excavation/Construction Restrictions List as well as other processes and procedures related to damage prevention
- Review, interpret and understand company property rights documents to assert these rights as needed
- Collaborate closely with Wolverine's legal counsel to generate agreements (i.e., encroachment, crossing, easement amendment, etc.)
- Evaluate project plan and profile drawings, property plats and exhibits to effectively understand proposed improvements with relation to their potential for damage to the pipeline and other company assets or the ability for Wolverine to safely, maintain and operate these assets
- Partner with field Damage Prevention Specialists (DPS) providing training, support and guidance as needed (i.e., Irthnet, easement information, etc.)
- Support encroachment removal and the Depth of Cover Program as needed
- Assist with the Public Awareness Program (i.e., WIMMS 10A, RP1162) to among other things continually educate the public of the importance of calling 811 and other safe practices with respect to pipelines

- Responsible for Irthnet (i.e., one call ticket management software) monitoring, updates, training, and user administrative responsibilities
- Owner of the One Call Procedures Manual and damage prevention forms. Perform yearly review of, and revise, the manuals, and forms. Evaluate improvements to be incorporated into procedures and/or damage prevention practices
- Steward design review one call tickets in Irthnet
- Perform annual reviews and direct continuous improvement of manuals related to Damage Prevention
- Assist with one call LI/NLI investigations as required by the One Call Procedures Manual
- Effectively communicate with the public in settings such as Paradigm meetings, landowner town hall meetings, informational sessions about the pipeline, and meetings with local agencies
- Exercise the initiative to think independently and make rational judgment calls in the best interest of the company
- Occasional field work when needed to assist DPS and/or address developers, landowners, etc. in situations where a field visit would be beneficial
- Stay abreast and ensure compliance of the one call laws in Michigan, Indiana, and Illinois
- Participate in damage prevention industry groups such as: CGA, API, and INPAA

Education, Prior Work Experience and Specialized Skills and Knowledge:

- Bachelor's degree in business, engineering, or related field preferred
- Three or more years of experience in damage prevention, pipelines, right-of-way, construction, civil engineering
- Valid driver's license with safe driving history
- Ability to read, analyze, and interpret general business periodicals, professional documents, technical procedures, or governmental regulations
- Proficient use of a personal computer and applicable Microsoft office software
- Ability to interpret maps or a GIS system as required
- Ability to function within a group and self-directed when applicable
- Strong attention to detail
- Self-motivated with strong interpersonal and organizational skills
- Effective communication and presentation skills – both verbal and written
- Ability to draft reports and routine business correspondence

Physical Environment/ Working Conditions:

- Frequently works in a normal office and/or field environment
- Occasional travel
- Occasional climbing stairs, standing, stooping, crouching, and kneeling
- Frequent work indoors and outdoors in all weather conditions including walks on all types of outdoor terrains
- Frequent reaching for and gripping objects.
- Ability to occasionally lift up to 20 lbs
- Frequent sedentary position
- Frequent telephone use and reading
- Frequent use of office equipment

Other:

- Access to proprietary information

It is the policy of Wolverine Pipe Line Company to provide equal employment opportunity in conformance with all applicable laws and regulations to individuals who are qualified to perform job requirements regardless of their race, color, sex, religion, national origin, citizenship status, age, physical or mental disability, veteran or other legally protected status. Preemployment drug testing applies to all selected candidates.