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120 Max Hurt Drive • Murray, KY 42071



Position Description

Field Assessor – Evaluator & Proctor Services

Reports to: Director of EPS

Position Summary

The Field Assessor is responsible for performing in-person and/or virtual auditing of 3rd Party evaluator company's OQ testing protocols, testing facilities (office and/or mobile) and OQ evaluator/proctor processes. This role is pivotal in helping maintain the integrity, consistency, and excellence of our 3rd Party evaluation services to help ensure our organization remains a recognized leader in competence and compliance within the industry.

ITS refers to its network of 3rd Party companies as approved providers (AP) to demonstrate that these companies are vetted to confirm competency and compliance with industry standards.

This includes leveraging data and findings to identify industry trends and compliance gaps for the purpose of educating 3rd Party evaluator companies, Evaluators and Proctors. The ideal candidate will have industry knowledge of operator qualification (OQ) processes and proven quality assurance of standard practices.

Summary of Responsibilities

1. Compliance, Assessment & Continuous Improvement

- a. Collaborate with team members to schedule assessments and leverage internal reporting tools.
- b. Review data from Evaluator Monitoring Program to identify compliance gaps, recurring deficiencies, and emerging trends for improvement.
- c. Provide feedback to teams on areas to improve evaluator/proctor monitoring tools.
- d. Compile and analyze post-assessment findings for team review.
- e. Document audit reports with clear, actionable recommendations.

2. Strengthen and Improve ITS approved provider (AP) network

- a. Coordinate scheduling assessments with approved providers to minimize impact to daily operations.
- b. Maintain ongoing communication about assessment processes with approved providers, Evaluators, and Proctors.
- c. Provide constructive, diplomatic feedback to approved providers on areas to improve and/or maintain evaluation protocols and processes.
- d. Review audit reports for discrepancies and implement follow-up actions as needed
- e. Build and maintain trusted relationships across the AP network.



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3. Onsite EPC and Training

- a. Conduct and schedule onsite and/or virtual Evaluator Proctor Competency (EPC) training sessions
- b. Deliver additional training as needed to address identified gaps or new requirements

Education/Experience

- High school degree required; associate or bachelor's degree preferred
- Minimum of 5 years of experience in the natural gas industry.
- Direct experience in OQ (Operator Qualification) programs, including knowledge of regulatory requirements and industry best practices.
- Demonstrated ability to coordinate multiple projects concurrently.
- Demonstrated ability to compile and communicate reports to peers and leadership.
- Strong interpersonal skills with the ability to build relationships, collaborate, instruct and influence others.

Travel & Physical Requirements

This role requires 85% travel (driving and/or flying), including overnight stays. The position provides the opportunity to establish and maintain working relationships across the organization's network.

The Field Assessor must be able to:

- Work in various field environments (construction sites, pipeline facilities, mobile testing units) and office settings.
- Conduct on-site assessments, which may include extended periods of observation and movement throughout facilities.

This job description does not restrict management's right to assign or reassign duties and responsibilities at any time