

C&M JOB DESCRIPTIONS – ATTACHMENT A

Helper (Start, After 6 Months, After 12 Months, After 24 Months, After 36 Months)

NATURE AND SCOPE OF THE POSITION

Performs duties of increasing skill as part of a crew related to the distribution of gas. May be assigned individual functions. Works under the leadership of higher C&M classifications and or a supervisor.

TYPICAL DUTIES

1. Assists higher classifications in the performance of their duties.
2. Learns to performs physical assignments, such as excavating, breaking, back-filling and utilizing all C&M hand tools including paving breakers, tampers, hand spades, tapping tools, driving crew trucks and light equipment (e.g, dump truck, vac truck, etc.), performs fusions on all diameters of plastic pipe.
3. Will perform curb box and cathodic protection work as directed utilizing curb box and pipe locating equipment, pipe to soil meter, and other equipment as directed.
4. Learns to perform survey work with approved instruments and classifies and reports leaks according to the Company S.O.P. Learns to perform routine maintenance and service on gas detection equipment, operates the dew point hygrometer.
5. Completes necessary documents (individual paperwork only) within the Helper classification. Electronically completes the necessary paperwork associated with the Helper classification.
6. Learns to and operates earth-moving equipment mounted on transportation vehicles or on tractors. Learns to and performs minor repairs and routine maintenance such as checking fuel, oil, water, and hydraulic fluid levels. Assumes responsibility for assigned equipment.
7. Performs other duties within Helper classification.

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Helper (Start, After 6 Months, After 12 Months, After 24 Months, After 36 Months)

QUALIFICATIONS

1. Must have valid Commercial Driver's License (Class A – Combination) and required endorsements (Airbrakes, Tanker).
2. Must pass the C&M physical test and must be physically capable of performing strenuous physical work.
3. Must pass required Operator Qualification (OQ) training and maintain all required Operator Qualifications (OQ) for the C&M Helper position.
4. Must have a mechanical aptitude to work with tools and equipment.
5. Must be willing to work shifts and have a good attendance and work record.
6. Must be willing to work overtime. After 12 months in the Helper Classification this includes the responsibility to be reasonably available for emergency call-outs.

Note:

The progression steps for the C&M Helper classification will follow the Revised C&M Agreement dated March 7, 2014.

3/15/82

Revised 4/10/90

Revised 3/7/2014

C&M JOB DESCRIPTIONS – ATTACHMENT A

Fitter Operator “C”

NATURE AND SCOPE OF THE POSITION

Performs work as part of a crew related to the distribution of gas. May be assigned individual functions. Assists higher C&M classifications in the performance of their duties. Works under the leadership of higher C&M classifications and or a supervisor.

TYPICAL DUTIES

1. Operates earth-moving equipment mounted on transportation vehicles or on tractors. Performs minor repairs and routine maintenance such as checking fuel, oil, water and hydraulic fluid levels. Assumes responsibility for assigned equipment. Performs fusion on all diameters of plastic pipe.
2. Operates light equipment (dump truck, vac truck, etc.) and drives crew truck, as directed.
3. Performs work of increasing responsibility in the crew by assisting higher classifications in the replacement, repair or installation of gas handling facilities and vacuum truck operations as directed. Uses locating equipment to locate service or mains, etc. Learns bagging operations, the construction of by-passes, stoppering operation, the fabrication of manifolds, and the use of tapping equipment, boring equipment, etc. as directed.
4. Completes necessary documents (individual paperwork only) within the Fitter C classification or lower. Electronically completes the necessary paperwork associated with the Fitter C classification or lower.
5. Performs other duties, as directed within fitter-Operator "C" classification or lower.
6. Learns to repack and repair distribution gate valves.

QUALIFICATIONS

1. Must have demonstrated the ability to perform all duties associated with the Helper classification and be recommended by local management.
2. Must pass required Operator Qualification (OQ) training and maintain all required Operator Qualifications (OQ) for the Fitter Operator C position.
3. Must have a valid Commercial Driver's License and required endorsements.

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Fitter Operator “C”

4. Must have demonstrated the mechanical ability to operate the necessary tools and equipment.
5. Must be willing to work shifts and have a good attendance and work record.
6. Must be willing to work overtime. This includes the responsibility to be reasonably available for emergency call-outs.

Note:

The progression steps for the Fitter Operator classification will follow the Revised C&M Agreement dated March 7, 2014.

3/15/82

Revised 4/10/90

Revised 6/29/94

Revised 3/7/2014

C&M JOB DESCRIPTIONS – ATTACHMENT A

Fitter Operator “B”

NATURE AND SCOPE OF THE POSITION

Performs the skilled duties, as part of a crew, related to the distribution of gas. May be assigned individual functions. Works under the leadership of higher C&M classifications and or a supervisor. May direct lower classification personnel.

TYPICAL DUTIES

1. Performs fitting work required in the replacement, repair or installation of gas handling facilities. Installs by-passes, taps, stops, and bags lines. Fabricates manifolds. Operates all C&M tools and equipment, i.e., backhoes, trenchers, light equipment, etc. Performs stoppering operation. Performs fusion on all diameters of plastic pipe.
2. Inspects work and completes necessary documents (individual paperwork only) within the Fitter B classification or lower. Electronically completes the necessary paperwork associated with the Fitter B classification or lower.
3. May learn, on a voluntary basis, to complete the necessary documents in conjunction with the installation, maintenance and repair of the distribution system, as well as the daily work report pertaining to C&M work.
4. Learns to and performs residential and small commercial turn-offs, turn-ons and light-ups, including three (3) meter manifolds or less, that do not require the use of a ladder in conjunction with other C&M work that affects the gas supply of involved customers (i.e. service line repair or replacement, main line replacement, water problems, frozen meters, etc.),
5. Performs other duties, as directed within Fitter-Operator "B" classification or lower.
6. Repacks and repairs distribution gate valves.

QUALIFICATIONS

1. Must have demonstrated the ability to perform all of the duties associated with the Fitter Operator C classification and be recommended by local management.
2. Must pass required Operator Qualification (OQ) training and maintain all required Operator Qualifications (OQ) for the Fitter Operator B position.
3. Possesses thorough knowledge of all standard fittings and tools,

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Fitter Operator “B”

4. Must have demonstrated ability in fitting work and operating the necessary tools and equipment, including backhoes, trenchers, light equipment, tapping equipment, boring equipment, leak detection equipment, dew point hygrometer, etc.
5. Must be knowledgeable of and comply with procedures and safety regulations related to construction and maintenance work.
6. Must be willing to work shifts and have a good attendance and work record.
7. Must be willing to work overtime. This includes the responsibility to be reasonably available for emergency call-outs.
8. Must have a valid Commercial Driver's License and required endorsements.

Note:

The progression steps for the Fitter Operator classification will follow the Revised C&M Agreement dated March 7, 2014.

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Revised 6/12/94

Revised 6/29/94

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C&M JOB DESCRIPTIONS – ATTACHMENT A

Fitter Operator “A”

NATURE AND SCOPE OF THE POSITION

Performs the skilled duties, as part of a crew, related to the distribution of gas. May be assigned individual functions. Works under the leadership of a higher C&M classification and or a supervisor. May direct lower classification personnel.

TYPICAL DUTIES

1. Performs fitting work required in the replacement, repair or installation of gas handling facilities. Installs by-passes, taps, stops, and bags lines. Fabricates manifolds. Operates all C&M tools and equipment, i.e., backhoes, trenchers, light equipment, etc. Performs fusion on all diameters of plastic pipe.
2. Inspects work and completes necessary documents (individual paperwork only) within this classification or lower. Electronically completes the necessary paperwork associated with the Fitter A classification or lower.
3. Learns to complete the necessary documents in conjunction with the installation, maintenance and repair of the distribution system, as well as the daily work report pertaining to C&M work.
4. Employees promoted to the Fitter Operator A classification will be expected to perform all the normal duties associated with the position including light-ups of residential and small commercial accounts, including three (3) meter manifolds or less where no ladder is required.
5. Connects or disconnects meters when associated with fluid in lines or meters or on service line cut-offs.
6. Performs other duties, as directed within Fitter-Operator "A" classification or lower.

QUALIFICATIONS

1. Must have demonstrated the ability to perform all of the duties associated with the Fitter Operator B classification, and be recommended by local management.
2. Must have spent at least twelve (12) months in the Fitter Operator B classification.
3. Must pass required Operator Qualification (OQ) training and maintain all required Operator Qualifications (OQ) for the Fitter Operator A position.

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Fitter Operator “A”

4. Possesses thorough knowledge of all standard fittings and tools.
5. Must have demonstrated ability in fitting work, including bagging operations and operating the necessary tools and equipment, including backhoes, trenchers, light equipment, tapping equipment, stoppering equipment, boring equipment, leak detection equipment, dew point hygrometer, etc.
6. Must be knowledgeable of and comply with procedures and safety regulations related to construction and maintenance work.
7. Must be willing to work shifts and have a good attendance and work record.
8. Must be willing to work overtime. This includes the responsibility to be reasonably available for emergency call-outs.
9. Must have a valid Commercial Driver's License and required endorsements.

Note:

The progression steps for the Fitter Operator classification will follow the Revised C&M Agreement dated March 7, 2014.

3/15/82

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Revised 3/7/2014

C&M JOB DESCRIPTIONS – ATTACHMENT A

C&M Technician “B”

NATURE AND SCOPE OF THE POSITION

To lead, direct, instruct, and work in the crew for the purpose of the installation, maintenance and repair of the distribution system. Works to increase job knowledge and skill leading to C&M Technician "A". Works under the leadership of a C&M Technician "A" and or a supervisor.

TYPICAL DUTIES

1. Leads, directs and instructs lower classifications in all C&M activities.
2. Will be a working member of the crew and may be assigned individual functions.
3. Completes necessary documents in conjunction with installation, maintenance, and repair of the distribution system, as well as the daily work report pertaining to C&M work, as assigned. Learns and performs the preparation of field notes and working from blueprints, drawings, etc. Electronically completes the necessary paperwork associated with the Technician classification.
4. Informs customers or responsible parties of the Company policy regarding distribution facilities, and completes the necessary documents, as directed.
5. Operates and performs routine maintenance on all C&M tools and work equipment, i.e., backhoes, trenchers, light equipment, etc.
6. Works with other departments (utilities, contractors, etc.) to insure proper completion of jobs.
7. May requisition materials, tools, and equipment, as assigned.
8. Carries out instruction from drawings and blueprints, etc., inspects work, and determines condition of distribution facility and type of corrective action needed.
9. Insures that all safety procedures are followed.
10. Notifies supervision if unusual conditions are encountered.
11. Performs the duties of lower C&M classifications.

C&M JOB DESCRIPTIONS – ATTACHMENT A

C&M Technician “B”

QUALIFICATIONS

1. Must be a qualified Fitter Operator "A" and be recommended by local management.
2. Must have demonstrated ability in lower C&M job classifications and duties and have the ability to lead, direct, instruct and to work with others to insure the proper completion of assigned work.
3. Must be capable of driving and/or operating the necessary tools and equipment including backhoes, trenchers, and light equipment, etc.
4. Must be willing to work shifts and have a good attendance and work record.
5. Must be willing to work overtime. This includes the responsibility to be reasonably available for emergency call-outs.
6. Must pass required Operator Qualification (OQ) training and maintain all required Operator Qualifications (OQ) for the C&M Technician “B” position.
7. Must have a valid Commercial Driver's License and require endorsements.
8. Employees in the C&M Technician “B” classification will be promoted to the C&M Technician A classification after twelve (12) months if they have demonstrated the ability to perform all of the duties associated with the C&M Technician position. If after a period of twelve (12) months following the promotion to the C&M Technician “B” classification and fails to meet all the qualifications for promotion to C&M Technician “A”, he/she will be reclassified and paid at the Fitter-Operator “A” rate.

Note:

The progression steps for the C&M Technician classification will follow the Revised C&M Agreement dated March 7, 2014.

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C&M JOB DESCRIPTIONS – ATTACHMENT A

C&M Technician “A”

NATURE AND SCOPE OF THE POSITION

To lead, direct, instruct, and work in the crew, for the purpose of the installation, maintenance and repair of the distribution system. Works under the leadership of a C&M Technician "A" and or a supervisor.

TYPICAL DUTIES

1. Employees promoted to the C&M Technician “A” classification will be expected to perform all normal duties associated with the position.
2. Leads, directs and instructs lower classifications in all C&M activities.
3. Will be a working member of the crew and may be assigned individual functions.
4. Completes necessary documents in conjunction with installation, maintenance, and repair of the distribution system, as well as the daily work, report pertaining to C&M work, as assigned. Electronically completes the necessary paperwork associated with the Technician classification.
5. Informs customers or responsible parties of the Company policy regarding distribution facilities, and completes the necessary documents, as directed.
6. Operates and performs routine maintenance on all C&M tools and work equipment, i.e. backhoes, trenchers, light equipment, etc.
7. Works with other departments (utilities, contractors, etc.) to insure proper completion of jobs.
8. May requisition materials, tools, and equipment, as assigned.
9. Carries out instruction from drawings and blueprints, etc., inspects work, and determines condition of distribution facility and type of corrective action needed.
10. Insures that all safety procedures are followed.
11. Notifies supervision if unusual conditions are encountered.
12. Performs the duties of lower C&M classifications

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C&M Technician “A”

QUALIFICATIONS

1. Must have demonstrated ability in lower C&M job classifications and have demonstrated the ability to work with, direct, instruct others. Must have completed twelve (12) months in the C&M Technician “B” classification, and must meet all C&M Technician “B” qualifications and duties.
2. Must pass required Operator Qualification (OQ) training and maintain all required Operator Qualification (OQ) for the C&M Technician “A” position.
3. Must be able to work from drawings, blueprints, etc., and be able to complete necessary documents.
4. Must be capable of driving and/or operating the necessary tools and equipment including backhoes, trenchers, and light equipment, etc.
5. Must be willing to work shifts and have a good attendance and work record.
6. Must be willing to work overtime. This includes the responsibility to be reasonably available for emergency call-outs.
7. Must have a valid Commercial Driver's License with required endorsement.

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