

## **Gas Operations - Helper (GM&R)**

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

Learns to and perform duties associated with Field Operator C position in preparation for promotion to the Field Operator C classification.

### **Working Conditions:**

1. Work is performed in all weather conditions and environments including high traffic urban areas as well as rural off-road areas.
2. Must be willing to work overtime, shifts and be reasonably available for emergency call outs.

### **Qualifications:**

1. Must have a valid Commercial Drivers' License which includes all applicable permanent endorsements, as defined by the needs of the operating areas listed below.
2. Must have an acceptable attendance work record.
3. Must pass a reasonable physical test.
4. Must pass required Operator Qualification (OQ) training and maintain all required Operator Qualifications (OQ) for position.

### **Progression:**

1. Employees in the Gas operations Helper classification may be promoted to the Field Operator C classification after (12) months or sooner, but no earlier than ninety (90) working days in the Helper Classification. Promotions will be based on qualifications, having demonstrated the ability to perform all the functions of the Helper classification and a recommendation by local management.

### **Operating Areas:**

1. Belmont, Cambridge, Dover/New Philadelphia, Marietta – CDL Class A
2. Akron Wilbeth, Canton Perry Yard, Wooster, Youngstown – CDL Class B
3. Western, Eastern, Northeast, Ashtabula – CDL Class B
4. Lima – No CDL required

Revised 8/6/2021

## Gas Operations – Field Operator “C”

### Nature & Scope of Position:

Performs semi-skilled to skilled work related to the gas operations function. Will be assigned individual functions or work as part of a crew. Works under the direction of higher classifications and/or supervisor.

### Typical Duties:

1. Follows Dominion Safety procedures and policies as well as all applicable Standard Operating Procedures
2. Inspect and operate gas measurement and regulating assets.
3. Will maintain and make repairs on measurement and regulating assets.
4. Learns to install and remove measurement and regulating assets.
5. Operates, maintains and makes minor repairs on tools and equipment used in assigned job duties.
6. Performs and may assist in well tests and maintenance as defined by operating area.
7. Performs and may assist in removing liquid from lines, separators, cleaners, etc. Eliminates line blockages, repairs leaks, obtain gas samples and is able to operate all equipment associated with this work.
8. May perform leak survey, line locating, right-of-way mowing and pipeline monitoring as defined by needs of operating area.
9. Learns to repack, repair, and rebuild valves and valve operators.
10. Identify and understand the operation of applicable electronic equipment.
11. Operates and drives assigned vehicles. Learns to and will operate heavy equipment as defined by operating area.
12. Learns to and performs inspections and maintenance such as checking fuel, oil, water, and hydraulic fluid levels, etc. on such equipment.
13. Learns to be proficient in use of all applicable electronic mapping, compliance, and SCADA tools and or Gas Control procedures required to perform job duties.
14. Learns to assist in all phases of line stoppering, tapping, and pigging operations, and to turn on new wells as defined by operating area.

## Gas Operations – Field Operator “C”

15. Learns to prepare and maintains accurate documentation necessary in the performance of the assigned job duties.
16. Learns to conduct odorant tests as defined by operating area.
17. Assists higher classification personnel in the performance of their duties and performs any other duties as assigned within the Field Operator C classification and lower classifications.
18. Learns to and performs duties associated with Field Operator B position in preparation for promotion to Field Operator B classification.

### Working Conditions

1. Work is performed in all weather conditions and environments including high traffic urban areas as well as rural off-road areas.
2. Must be willing to work overtime, shifts, be reasonably available for emergency call outs and have a good attendance record.

### Qualifications:

1. Must possess a valid Commercial Driver's License (CDL) including all endorsements required for the position, as defined by the needs for the operating area.
2. Must have performed a minimum of 90 working day in lower classifications and (or) demonstrated abilities in lower classification and be recommended by local management.
3. Must have demonstrated the ability to use and operate the necessary vehicles, tools, and equipment utilized by lower classifications.
4. Must have successfully completed and passed all required Operator Qualification (OQ) training and scheduled First Level GM&R courses or any applicable training to the position. Must also maintain all required Operator Qualifications (OQ) for position.

### Progression:

1. Employees may also be considered for promotion to the Field Operator B classification after they have been in the GM&R department for a total of twelve (12) months in the Helper or Field Operator C classifications or a combination of both based on qualifications, have demonstrated the ability to perform all the functions of the Field Operator C classification and be recommended by local management.

Revised 12-09-15

## **Gas Operations – Field Operator “B”**

### **Nature & Scope of the Position:**

Performs semi-skilled to skilled duties related to the gas operations function. Will be assigned individual functions or will work as part of a crew. Works under the direction of higher classifications and/or a supervisor. May direct lower classification personnel.

### **Typical Duties:**

1. Follows Dominion Safety procedures and policies as well as all applicable Standard Operating Procedures.
2. Inspect, install, remove and operate gas measurement and regulating assets. Learn to identify and troubleshoot problems associated with Gas Measurement and regulating assets.
3. Operates and drives assigned vehicles. Will operate heavy equipment. Will perform inspections and maintenance such as checking fuel, oil, water, and hydraulic fluid levels, etc. on such equipment.
4. May perform leak survey, line locating, right-of-way mowing and pipeline monitoring as defined by needs of operating area.
5. Utilize all applicable electronic mapping, compliance, and SCADA tools and or Gas Control procedures required to perform job duties. Carries out instructions from drawings and blueprints, Gas Control etc.
6. Learns to perform all phases of line stoppering, tapping, and pigging operations, and to turn on new wells as defined by .needs of operating area.
7. Learns pipeline operation and system dynamics, gas flows and controlling pressures impact the operating area.
8. Learns to control pressure in conjunction with the tie-in, shut-down, purging and by-pass of gas piping systems, etc.
9. Repacks, repairs and rebuilds valves and valve operators.
10. Perform and maintain the operation of applicable electronic equipment.
11. Obtain gas samples and conducts odorant tests as defined by operating area
12. Prepares and maintains accurate documentation necessary in the performance of the assigned job duties.
13. Assists higher classifications in the performance of their duties and performs any other duties as assigned within the Field Operator “B” classification and lower classifications.

## **Gas Operations – Field Operator “B”**

14. **Learns to and performs duties associated with Field Operator “A” position in preparation for promotion to the Field Operator “A” classification.**

### **Working Conditions**

1. **Work is performed in all weather conditions and environments including high traffic urban areas as well as rural off-road areas.**
2. **Must be willing to work overtime, shifts, be reasonably available for emergency call outs and have a good attendance record.**

### **Qualifications:**

1. **Must possess a valid Commercial Driver's License (CDL) including all endorsements required for the position, as defined by the needs for the operating area.**
2. **Must have performed a minimum of 12 months in lower classifications and (or) demonstrated abilities in lower classification and be recommended by local management.**
3. **Must have demonstrated the ability to use and operate the necessary vehicles, tools, and equipment utilized by lower classifications.**
4. **Must have successfully completed and passed all required Operator Qualification (OQ) training and scheduled Second Level GM&R courses or any applicable training to the position. Must also maintain all required Operator Qualifications (OQ) for position.**

### **Progression:**

1. **Employees may also be considered for promotion to the Field Operator A classification after they have been in the GM&R department for a total of twelve (12) months in the Field Operator B classifications or a combination of both Field Operator B and C based on qualifications, have demonstrated the ability to perform all the functions of the Field Operator B classification and be recommended by local management.**

## **Gas Operations – Field Operator "A"**

### **Nature & Scope of the Position:**

Performs semi-skilled to skilled duties related to the gas operations function. Will be assigned individual functions or will work as part of a crew. Works under the direction of higher classifications and/or a supervisor. May direct lower classification personnel.

### **Typical Duties:**

1. Follows Dominion Safety procedures and policies as well as all applicable Standard Operating Procedures.
2. Identify, troubleshoot and repair problems associated with Gas Measurement and regulating assets.
3. Performs all phases of line stoppering, tapping, and pigging operations, and to the turn on of new wells as defined by needs of operating area.
4. Understand pipeline operation and system dynamics, gas flows and how controlling pressures impact the operating area.
5. Will control pressure in conjunction with the tie-in, shut-down, purging and by-pass of gas piping systems, etc.
6. Learns to and performs the inspection, servicing, and field repair of gas odorization equipment, defined by needs of operating area.
7. Inspects work including new and replacement construction. Completes necessary documents in conjunction with installation, maintenance and repair of piping systems, including field notes.
8. Assists higher classifications in the performance of their duties and performs any other duties as assigned within the Field Operator "A" classification and lower classifications.
9. Learns to and performs duties associated with Gas Operations Technician "B" position in preparation for promotion to the Gas Operations Technician "B" classification.

### **Working Conditions**

1. Work is performed in all weather conditions and environments including high traffic urban areas as well as rural off-road areas.
2. Must be willing to work overtime, shifts, be reasonably available for emergency call outs and have a good attendance record.

## **Gas Operations – Field Operator “A”**

### **Qualifications:**

1. Must possess a valid Commercial Driver's License (CDL) including all endorsements required for the position, as defined by the needs for the operating area.
2. Must have performed a minimum of 12 months in lower classifications and (or) demonstrated abilities in lower classification and be recommended by local management.
3. Must have demonstrated the ability to use and operate the necessary vehicles, tools, and equipment utilized by lower classifications.
4. Must have successfully completed and passed all required Operator Qualification (OQ) training and scheduled Third Level GM&R courses or any applicable training for the position. Must also maintain all required Operator Qualifications (OQ) for position.

### **Progression:**

1. Employees may be considered for promotion to the Gas Operations Technician B after they have been in the GM&R department for a minimum of twelve (12) months in the Field Operator A classification and have demonstrated the ability to perform all the functions of the Field Operator A classification and be recommended by local management.

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## Gas Operations – Technician “B”

### Nature & Scope of the Position:

Performs skilled duties as related to the gas operations function. Independently Identifies problems and initiates corrective action. Will be assigned individual functions or work as part of a crew. Works to increase job knowledge and skill leading to Gas Operations Technician "A". Works under the leadership of higher classifications and or a supervisor. Will lead, direct, assign and instruct lower classification personnel.

### Typical Duties:

1. Follows and directs Dominion Safety procedures and policies as well as all applicable Standard Operating Procedures.
2. Lead and direct lower classifications when working including new and replacement construction including completing necessary documents in conjunction with installation, maintenance and repair of piping systems, including field notes.
3. Lead and direct lower classifications work including the operation of gas measurement and regulating assets. Identify, troubleshoot and repair problems associated with Gas Measurement and regulating assets.
4. Lead and direct lower classifications in the evaluation of the condition of gas operations facilities, identifies problems, and initiates the necessary corrective action.
5. Lead and direct lower classifications to Understand pipeline operation and system dynamics, gas flows and how controlling pressures impact the operating area.
6. Lead and direct lower classifications to prepare and maintain accurate documentation in the performance of the assigned job duties. Lead and direct and has a complete understanding of the operation of large transmission, border and valve stations including all applicable equipment. Capable of diagnosing field issues and identifying parts materials and components needed to initiate the repairs.
7. Assists higher classifications in the performance of their duties and performs any other duties as assigned within the Technician "B" classification and lower classifications.
8. Learns to and performs duties associated with Gas Technician "A" position in preparation for promotion to the Gas Technician "A" classification

### Working Conditions:

1. Work is performed in all weather conditions and environments including high traffic urban areas as well as rural off-road areas.



## **Gas Operations – Technician "B"**

2. Must be willing to work overtime, shifts, be reasonably available for emergency call outs and have a good attendance record.

### **Qualifications:**

1. Must be a qualified Gas Operations Field Operator "A" and must demonstrate the ability to take individual responsibility for the work they are assigned. They must be able to work independently with minimal supervision and be able to identify, analyze, troubleshoot, and correct non-routine and complex problems in the field without direction from a supervisor.
2. Must have demonstrated proficiency in operating the necessary vehicles, tools, and equipment utilized by lower classifications and possess a working knowledge of all standard fittings and tools.
3. Must possess a valid Commercial Driver's License (CDL) including all endorsements required for the position, as defined by the needs for the operating area.
4. Must pass required Operator Qualification (OQ) training and maintain all required Operator Qualifications (OQ) for position.

### **Progression:**

If after a period of one ( 1 ) year following the promotion to this job classification, a Gas Operations Technician "B" fails to meet all the qualifications for promotion to Gas Operations' Technician "A", he/she will be reclassified and paid at the Gas Operations Field Operator "A" rate. Once reclassified, the employee must remain as a Field Operator "A" for a minimum of 12 months before being reconsidered for promotion to Gas Operations' Technician "B".

## **Gas Operations – Technician "A"**

### **Nature & Scope of Position:**

Performs skilled duties as related to the gas operations function. Independently Identifies problems and initiates corrective action. Will be assigned individual functions or work as part of a crew. Works under the direction of a supervisor. Will lead, direct, assign and instruct Gas Operations personnel.

### **Typical Duties:**

1. Follows and directs Dominion Safety procedures and policies as well as all applicable Standard Operating Procedures.
2. Lead and direct lower classifications work including new and replacement construction. Completes necessary documents in conjunction with installation, maintenance and repair of piping systems, including field notes.
3. Lead and direct lower classifications work including the operation of gas measurement and regulating assets. Identify, troubleshoot and repair problems associated with Gas Measurement and regulating assets.
4. Lead and direct lower classifications in the evaluation of the condition of gas operations facilities, identifies problems, and initiates the necessary corrective action.
5. Lead and direct lower classifications to Understand pipeline operation and system dynamics, gas flows and how controlling pressures impact the operating area.
6. Lead and direct lower classifications to prepare and maintain accurate documentation in the performance of the assigned job duties.
7. Works with other classifications in the performance of their duties and performs any other duties as assigned within the Gas Operations Technician "A" classification and lower classifications.
8. Lead and direct and has a complete understanding of the operation of large transmission, border and valve stations including all applicable equipment. Capable of diagnosing field issues and identifying parts materials and components needed to initiate the repairs.

### **Working Conditions:**

1. Work is performed in all weather conditions and environments including high traffic urban areas as well as rural off-road areas. Must be willing to work overtime, shifts, be reasonably available for emergency call outs and have a good attendance record.

### **Qualifications:**

1. Must have demonstrated the proficiency in lower classifications and demonstrated the ability to work with, direct, and instruct others. Must have completed one year in the Gas

## **Gas Operations – Technician "A"**

**Operations Technician "B" classification and have met all Gas Operations Technician "B" qualifications.**

- 2. Must have demonstrated the proficiency in the operation of the necessary vehicles, tools, and equipment utilized by lower classifications and possess a working knowledge of all standard fittings and tools.**
- 3. Must possess a valid Commercial Driver's License (CDL) including all endorsements required for the position, as defined by the needs for the operating area.**
- 4. Must pass required Operator Qualification (OQ) training and maintain all required Operator Qualifications (OQ) for position.**

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