

## **Gas Storage Operations – Technician “A”**

### **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 under the leadership of higher classifications and or 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. Completes necessary documents in conjunction with installation, maintenance and repair of piping systems and wells, 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, stations and wells as defined by the needs of the operating area.
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. Leads and directs lower classification to prepare and maintain accurate documentation in the performance of their job duties.
7. Works with other classifications in the performance of their job duties and performs any other duties assigned within the Gas Storage 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, Storage withdrawal, underground disposal, oil heating facilities and Storage wells including all applicable equipment. Capable of diagnosing field issues and identifying parts material 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 and 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 Storage Operations Technician "B" classification and have met all Gas Storage Operations Technician "B" qualifications.
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 fitting and tools.
3. Must possess a valid Commercial Driver License (CDL) including all endorsements required for the position, as defined by the needs of the operating area.
4. Must pass required Operator Qualification (OQ) and Underground Storage Integrity (SIMP) training and maintain all required Operator Qualifications (OQ) and Underground Storage Integrity (SIMP) qualifications for the position.

## **Gas Storage 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 Storage Operations Technician “A”. Works under the leadership of higher classifications and or 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 and wells, including field notes as defined by the needs of the operating area.
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, stations and wells as defined by the needs of the operating area
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, valve stations, storage withdrawal, underground disposal, oil heating facilities and storage wells including all applicable equipment. Capable of diagnosing field issues and identifying parts material and components needed to initiate the repairs.
7. Assists higher classification in the performance of their duties and performs any other duties as assigned within the Gas Storage Operations Technician “B” classification and lower classifications.
8. Learns to and performs duties associated with the Gas Storage Operations Technician “A” position in preparation for promotion to the Gas Storage Operations 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.
2. Must be willing to work overtime, shifts and be reasonably available for emergency call outs and have a good attendance record.

### **Qualifications**

1. Must be a qualified Gas Storage Operations Field Operator "A" and must demonstrate that ability to take individual responsibility for the work they are assigned. 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 fitting and tools.
3. Must possess a valid Commercial Driver License (CDL) including all endorsements required for the position, as defined by the needs of the operating area.
4. Must pass required Operator Qualification (OQ) and Underground Storage Integrity (SIMP) training and maintain all required Operator Qualifications (OQ) and Underground Storage Integrity (SIMP) qualifications for the position.

### **Progression**

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

## **Gas Storage Operations - Field Operator A**

### **Nature & Scope of the 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. May direct lower classification personnel.**

### **Typical Duties**

1. Follows Dominion Safety procedures and policies as well as all applicable Standard Operating Procedures.
2. Identify and troubleshoot problems associated with Gas Measurement and regulating assets.
3. Performs in all phases of line stoppering, tapping, and pigging operations, and to turn on new wells as defined by the operating area.
4. Understands pipeline operation and system dynamics, gas flows and 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 the operating area.
7. Inspects work including new and replacement construction. Completes necessary documents in conjunction with installations, maintenance and repair of piping systems including field notes.
8. Assists, operates and maintains oil heating facilities, underground disposal well, and Storage withdrawal stations.
9. Assists higher classification personnel in the performance of their duties and performs any other duties as assigned within the Field "A" classification and lower classifications.
10. Learns to and performs duties associated with the Gas Storage Operations Technician "B" position in preparation for promotion to the Gas Storage 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 and be reasonably available for emergency call outs and have a good attendance record.

#### **Qualifications**

1. Must possess a valid Commercial Driver License (CDL) including all endorsements required for the position, as defined by the needs of the operating area
2. Must have performed a minimum of 12 months in lower classification 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) and Underground Storage Integrity (SIMP) training. Must also maintain all required Operator Qualifications (OQ) and Underground Storage Integrity (SIMP) and Operation qualifications for the position.

#### **Progression**

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

## **Gas Storage Operations - Field Operator "B"**

### **Nature & Scope of the 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. 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. Learns 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 the operating area.
5. Utilizes all applicable electronic mapping, compliance and or 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 in all phases of line stoppering, tapping, and pigging operations, and to turn on new wells as defined by the operating area.
7. Learns pipeline operation and system dynamics, gas flows and controlling pressures impact the operating area.
8. Will control pressure in conjunction with the tie-in, shut down, purging and by-pass of gas piping systems, etc.
9. Repacks, repair, and rebuild valves and valve operators.
10. Perform and maintain the operation of applicable electronic equipment.
11. Obtain fluid gas samples as defined by the operating area.

12. Prepares and maintains accurate documentation necessary in the performance of the assigned job duties.
13. Assists with the operation and maintenance of the storage withdrawal stations, oil heating facilities and underground disposal well.
14. Assists in all phases of line tapping and pigging operations, and to turn on new wells as defined by the operating area.
15. Assists higher classification personnel in the performance of their duties and performs any other duties as assigned within the Gas Storage Operations Field "B" classification and lower classifications.
16. Learns to and performs duties associated with the Gas Storage Operations Field Operator "A" position in preparation for promotion to the Gas Storage Operations 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 and be reasonably available for emergency call outs.

#### **Qualifications**

1. Must possess a valid Commercial Driver License (CDL) including all endorsements required for the position, as defined by the needs of the operating area
2. Must have performed a minimum of 12 months in lower classification 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) and Underground Storage Integrity (SIMP) training. Must also maintain all required Operator Qualifications (OQ) and Underground Storage Integrity (SIMP) and Operation qualifications for the position.



**Progression**

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

## **Gas Storage Operations - Field Operator "C"**

### **Nature & Scope of the 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, as defined by the needs of the operating area.
3. Will maintain and make minor repairs on measurement and regulating assets, as defined by the needs of the operating area.
4. Learns to install and remove measurement and regulating assets, as defined by the needs of the operating area.
5. Operate, maintain and make minor repairs on tools and equipment used in assigned job duties.
6. Performs and assist in well test and maintenance and inspections as defined by the needs of the operating area.
7. Performs and may assist in removing liquid from lines, separators, cleaners, wells etc. Eliminates line blockages, repair leaks, obtain fluid samples and 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 the operating area.
9. Learns to repack, repair, rebuild and replace valves and valve operators on pipeline and wells.
10. Identify and understand the operation of applicable electronic equipment.
11. Operates and drives all assigned vehicles. Learns to and will operate heavy equipment as defined by the 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 operate and maintain storage withdrawal stations, oil heating facilities and underground disposal well.
14. Learns to be proficient in use of all applicable electronic mapping, compliance and or SCADA tools and or Gas Control procedures required to perform job duties.
15. Assists in all phases of tapping and pigging operations, and to turn on and shut in wells as defined by the operating area-
16. Will control pressure in conjunction with the tie-in, shut down, purging and by-pass of gas piping systems, etc.
17. Learns to prepare and maintains accurate documentation necessary in the performance of the assigned job duties.
18. Will operate and maintenance of Storage wells.
19. Performs the measurement of pipeline and well pressures for maintenance, inspection and gas inventory activities.
20. Assists higher classification personnel in the performance of their duties and performs any other duties as assigned within the Gas Storage Operations Field C classification and lower classifications.
21. Learns to and performs duties associated with the Gas Storage Operations Field Operator B position in preparation for promotion to the Gas Storage Operations 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 and be reasonably available for emergency call outs and have a good attendance record.

#### **Qualifications**

1. Must possess a valid Commercial Driver License (CDL) including all endorsements required for the position, as defined by the needs of the operating area.

2. Must have performed a minimum of 90 working days in lower classification 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) and Underground Storage Integrity (SIMP) training. Must also maintain all required Operator Qualifications (OQ) and Underground Storage Integrity (SIMP) and Operation qualifications for the position.

### **Progression**

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

## **Gas Storage Operations Helper**

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

### **Nature & Scope of the 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. Learns to and follows Dominion Safety procedures and policies as well as all applicable Standard Operating Procedures.
2. Learns to inspect and operate gas measurement and regulating assets, as defined by the needs of the operating area.
3. Learns to maintain and make minor repairs on measurement and regulating assets, as defined by the needs of the operating area.
4. Learns to operate, maintain and make minor repairs on tools and equipment used in assigned job duties.
5. Learns to perform well test, maintenance and inspections as defined by the needs of the operating area.
6. Learns to perform pipeline related tasks that include valve operations, removing liquid from lines, separators, cleaners, etc.
7. Learns to safely eliminate line blockages, repair leaks, obtain fluid gas-samples and operate all equipment associated with this work.
8. Learns to perform leak survey, line locating, right of way mowing and pipeline monitoring as defined by needs of the operating area.
9. Learns to identify and understand the operation of electronic equipment that are applicable to gas operations as defined by needs of the operating area.
10. Learns to operate and drive all assigned vehicles.
11. Learns to operates heavy equipment as defined by the 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 all applicable electronic mapping, compliance and or SCADA tools required to perform job duties.
14. Learns to understand Gas Control procedures required for higher classifications.
15. Learns to prepare and maintain accurate documentation necessary in the performance of the assigned job duties.
16. Learns to assist in all phases of tapping and pigging operations, and to turn on new wells as defined by the operating area.
17. Learns to control pressure in conjunction with the tie-in, shut down, purging and by-pass of gas piping systems, etc.
18. Learns to and performs the measurement of pipeline and well pressures for maintenance, inspection and gas inventory activities.
19. Learns to and will operate and maintain Storage wells.
20. Learns to and performs duties associated with the Gas Storage Operations Field Operator C position in preparation for promotion to the Gas Storage Operations 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 permanent Class A Commercial Driver's License (CDL). Must obtain all applicable permanent endorsements, as defined by the needs of the operating area within 6 months.
2. Must have an acceptable attendance and work record.
3. Must be able to pass a reasonable physical test.

4. Must pass required Operator Qualification (OQ) and Underground Gas Storage Integrity (SIMP) training and maintain all required Operator Qualifications (OQ) and Underground Gas Storage Integrity (SIMP) qualifications for position.

**Progression**

Employees in the Gas Storage Operations Helper classification may be promoted to the Gas Storage Field Operator C classification after twelve (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 recommended by local management.