

Memorandum of Agreement
Measurement and Controls

Attachment #1
Job Description
Measurement and Controls Helper

Nature and Scope of Position

Performs or learns to perform job functions associated with the operation and maintenance of assigned gas measurement and control equipment in accordance with established corporate policies and/or governmental rules and regulations.

Typical Duties

- Learns to and performs the auditing of meter station facilities including changing meter station status and gas quality monitoring
- Learns to and performs the collection and submission of electronic flow measurement (EFM) data including configuration and settings of alarms and limits
- Learns to and performs odorometer tests
- Learns to and performs the collection of gas samples including length of stain tube tests
- Learns to and performs the reviews, edits, and calculation of volume data including the calculation and reporting of unmetered gas usage
- Learns to use a variety of diagnostic equipment
- Learns to and performs the cleaning and inspection of meter tubes, orifice plates and chart recorders
- Learns to and perform maintain and transport compressed gas cylinders for on-line analyzers
- Learns to and performs gas quality monitoring
- Learns to and performs meter test or witness meter tests
- Learns to and performs the testing of relief devices

Qualifications

- Must have demonstrated an aptitude for mechanical and electrical work
- Must have an acceptable attendance and work record
- Must have and maintain a valid driver's license
- Must be proficient in the use of a computer to input data, generate reports, etc.
- Must be willing to travel and be available for callout and overtime as needed.
- Must be willing to work outside in all types of weather
- Must have and demonstrate good interpersonal and communication skills
- Must be able to work under the direction of others or independently as assigned
- Must have demonstrated the ability to perform physical work

Note:

- Must successfully complete the Measurement and Controls Aptitude Survey
- Must successfully complete and pass the Fundamentals and Standards of Gas Measurement training to remain in the Measurement and Controls Helper position

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Attachment #1 (cont)
Job Description
Measurement and Controls Helper

Preferred Qualifications

Prior and recent experience in the operation of various gas measurement equipment and controls

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Attachment # 2
Job Description
Measurement and Controls Operator "B"

Nature and Scope of Position

Performs or learns to perform job functions associated with the installation, operation, maintenance and testing of assigned gas measurement and control equipment in accordance with established corporate policies and/or governmental rules and regulations.

Typical Duties

Audit meter station facilities including changing meter station status and gas quality monitoring
Collect and submit electronic flow measurement (EFM) data including configuration and settings of alarms and limits
Reviews, edits, and calculates volume data including the calculation and reporting of unmetered gas usage
Clean and inspect meter tube, orifice plates and test and maintain chart recorders
Collect gas sample
Odorometer tests
Conduct length of stain tube tests
Test meter or witness test
Test relief devices
Maintain and transport compressed gas cylinders for on-line analysis
Use diagnostic equipment associated with the Operator B classification
Learns to and performs duties associated with Measurement and Controls Operator A position in preparation for promotion to the Operator A classification

Qualifications

Must have spent at least one (1) year in the Measurement and Controls Helper position or equivalent experience

Must be recommended by local management for promotion to the Measurement and Controls Operator B position

Must have successfully completed one (1) advanced training course associated with gas measurement and/or gas control equipment through a Company sponsored or external course

Must have an acceptable attendance and work record

Must have and maintain a valid driver's license

Must have a knowledge of basic electrical circuits

Strong personal computer skills including file management and the use of MS Office systems

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Attachment # 2 (cont)
Job Description
Measurement and Controls Operator "B"

- Must be willing to travel and be available for callout and overtime as needed.
- Must be willing to work outside in all types of weather
- Must have and demonstrate good interpersonal and communication skills.
- Must be able to work independently without direct supervision

Preferred Qualifications

A two-year technical degree with associated certifications in electronic equipment or equivalent experience is preferred.

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Attachment # 3
Job Description
Measurement and Controls Operator "A"

Nature and Scope of Position

Performs or learns to perform job functions associated with the installation, operation, maintenance and testing of assigned gas measurement and control equipment in accordance with established corporate policies and/or governmental rules and regulations.

Typical Duties

Maintain and repair all types of meters
Operate and maintain efm equipment
Operate and maintain gas samplers
Operate and maintain station/catalytic instrument heaters
Operate, test, and maintain valve actuators
Use diagnostic equipment associated with the Operator A classification
Learns to and performs duties associated with Measurement and Controls Technician B position in preparation for promotion to Technician B classification

Qualifications

Must have spent at least one (1) year in the Measurement and Controls Operator B position or equivalent experience

Must be recommended by local management for promotion to the Measurement and Controls Operator A position

Must have successfully completed one (1) advanced training course associated with gas measurement and/or gas control equipment through a Company sponsored or external course

Must have an acceptable attendance and work record

Must have and maintain a valid driver's license

Strong personal computer skills including file management, application management and the use of MS Office systems and other software applications

Must be willing to travel and be available for callout and overtime as needed.

Must be willing to work outside in all types of weather

Must have and demonstrate good interpersonal and communication skills.

Must be able to work independently without direct supervision

Preferred Qualifications

A two-year technical degree with associated certifications in electronic equipment or equivalent experience is preferred.

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Attachment # 4
Job Description
Measurement and Controls Technician "B"

Nature and Scope of Position

Performs or learns to perform job functions associated with the installation, operation, maintenance, repair, and testing of assigned gas measurement and control equipment in accordance with established corporate policies and/or governmental rules and regulations.

Typical Duties

Perform gas quality shut in and monitoring
Maintain and repair orifice fittings
Operate and maintain gas chromatographs
Install, operate, maintain and repair all types of meters
Install, operate and maintain all types of gas sampling equipment
Install, operate and maintain electronic correctors
Install, operate and maintain station/catalytic instrument heaters
Install, operate and maintain bypass/wick odorant systems
Operate and maintain I&C devices and loops, including wiring, fusing, grounding, surge suppression, loop isolators/conditioners, I/O modules, etc.
Operate and maintain equipment interfaces
Coordinate updates with Engineering to maintain file versions for I&C devices and documents
May direct and or instruct other employees in the GM&C job family in the performance of their duties
Learns to and performs duties associated with Measurement and Controls Technician A position in preparation for promotion to the Technician A classification

Qualifications

Must have spent at least one (1) year in the Measurement and Controls Operator A position or equivalent experience

Must be recommended by local management for promotion to the Measurement and Controls Technician B position

Must have successfully completed two (2) advanced training course associated with gas measurement and/or gas control equipment through a Company sponsored or external course

Must have an acceptable attendance and work record

Must have and maintain a valid driver's license

Must be willing to travel and be available for callout and overtime as needed.

Must be willing to work outside in all types of weather

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Attachment # 4 (cont)
Job Description
Measurement and Controls Technician "B"

Must have and demonstrate good interpersonal and communication skills.
Must be able to work independently without direct supervision

Preferred Qualifications

A two-year technical degree with associated certifications in electronic equipment or equivalent experience is preferred.

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Attachment # 5
Job Description
Measurement and Controls Technician "A"

Nature and Scope of Position

Performs or learns to perform job functions associated with the installation, operation, maintenance, repair, and testing of assigned gas measurement and control equipment in accordance with established corporate policies and/or governmental rules and regulations.

Typical Duties

Install and maintain controllers and positioners
Install and maintain auxiliary power systems
Install, test, and maintain transmitters
Transfer prove field meters
Install and maintain third party and cellular communications equipment
Inspect, troubleshoot and repair control valves
Inspect, troubleshoot and repair of relief valves
Inspect, troubleshoot and repair EFM hardware
Install, troubleshoot and repair alcohol injectors
Install, maintain and repair valve actuators
Install, troubleshoot and repair tank level devices
Troubleshoot gas measurement and control equipment using a variety of diagnostic equipment
Troubleshoot and repair I&C loops and devices including wiring, fusing, grounding, surge suppression, loop isolators/conditioners, I/O modules, etc.
Troubleshoot and repair equipment interfaces
May direct and or instruct other employees in the GM&C job family in the performance of their duties
Learns to and performs duties associated with Measurement and Controls Specialist position in preparation for promotion to the Specialist classification

Qualifications

Must have spent at least one (1) year in the Measurement and Controls Technician B position or equivalent experience

Must be recommended by local management for promotion to the Measurement and Controls Technician A position

Must have successfully completed two (2) advanced training course associated with gas measurement and/or gas control equipment through a Company sponsored or external course

Must have an acceptable attendance and work record

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Attachment # 5 (cont)
Job Description
Measurement and Controls Technician "A"

Must have and maintain a valid driver's license
Knowledge of interfacing protocols and hardware
Must be willing to travel and be available for callout and overtime as needed.
Must be willing to work outside in all types of weather
Must have and demonstrate good interpersonal and communication skills.
Must be able to work independently without direct supervision

Preferred Qualifications

A two-year technical degree with associated certifications in electronic equipment or equivalent experience is preferred.

ISA CCST Certification

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Attachment # 6
Job Description
Measurement and Controls Specialist

Nature and Scope of Position

Perform all job functions associated with the installation, operation, maintenance, repair, and testing of assigned gas measurement and control equipment in accordance with established corporate policies and/or governmental rules and regulations.

Typical Duties

Install and configure EFM hardware
Install, maintain, troubleshoot and repair gas chromatographs
Install, maintain, troubleshoot and repair gas analysis equipment
Troubleshoot and repair gas samplers
Review meter station design and construction drawings
Install, troubleshoot, maintain and repair I&C devices, including minor PLC and HMI programming and updates
May instruct and direct the activities of other employees in the GM&C job family, contractors and vendors
Assist in the analysis, evaluation, and implementation of emerging technologies

Qualifications

Note:

Promotions to the Measurement and Controls Specialist position will be at the discretion of local management based on operational needs

Must have demonstrated the ability to effectively perform all of the job functions of all job classifications in the Measurement and Controls job family

Must be proficient in the use of all types of diagnostic equipment to troubleshoot and repair all types of gas measurement and control equipment

Must have demonstrated the ability to make sound decisions independently

Must be recommended by local management for promotion to the Measurement and Controls Specialist position

Must have successfully completed advanced training courses and be certified to install, troubleshoot, and repair all types of gas measurement and/or gas control equipment.

Must have an acceptable attendance and work record

Must have and maintain a valid driver's license

Must be willing to travel and be available for callout and overtime as needed

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Attachment # 6
Job Description
Measurement and Controls Specialist

Must be willing to work outside in all types of weather
Must have and demonstrate good interpersonal and communication skills
Must be able to work independently without direct supervision

Preferred Qualifications

A two-year technical degree with associated certifications in electronic equipment or equivalent experience is preferred.

ISA CCST Certification

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Attachment # 7

| | Utica Wells | |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Measurement & Accuracy | Compliance & Reliability | Communications |
| M&C | GM&R | Telecom |
| Schedule and own planned inspections of measurement equipment according to contractual obligations with producers | Own and operate the gathering system including regulation, flow control, pigging, gas quality etc. | Provide path studies and specifications of communication equipment for Utica shale sites |
| Inspect operate and maintain EFM equipment | Set equipment including regulators, tubing, meters during the start up process | Responsible for the transmission of measurement and control data from the Utica shale sites through communication equipment into SCADA |
| Inspect, operate and maintain Gas chromatography equipment | Schedule and own regulator inspection and maintenance | |
| Inspect operate and maintain A&C controls | Monitor and manage fluid collection and gas quality issues, oil, freezes, pigging etc. | |
| Inspect and Calibrate pressure transducers | operate and maintain mechanical metering equipment I.E. turbine meters orifice plates etc. | |
| Provide support for troubleshooting measurement and control issues | | |

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Attachment # 7 (cont)

| | Production meters | |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Measurement & Accuracy | Compliance & Reliability | Communications |
| M&C | GM&R | Telecom |
| Measurement organization schedules and facilitates annual prover tests for rotary meters amr and efm equipment. | Responsible for all regulator operation maintenance, installation and inspection. | Provide path studies and specifications of communication equipment for production sites if applicable |
| provides support for efm and amr equipment programming, troubleshooting etc. | Responsible for all annual inspections of orifice dry flow gauges and moa audit inspections of dry flow gauges | Responsible for the transmission of measurement and control data from the production sites through communication equipment into SCADA if applicable. |
| | Responsible for all fluid, gas quality and pipeline integrity issues | |
| | install and change out mechanical measurement and efm equipment | |
| | | |
| | Distribution Station HI -Lows | |
| M&C | GM&R | Telecom |
| Measurement & Accuracy | Compliance & Reliability | Communications |
| Not applicable | Provide annual maintenance and inspection | Provide primary support radios, signals, path studies, replacement units ETC |

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Attachment # 7 (cont)

| | Demand side high volume high pressure customers | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Measurement & Accuracy | Compliance & Reliability | Communications |
| M&C | GM&R | Telecom |
| Measurement organization schedules and performs meter tests for customer challenges | installation and start up of demand side high volume high pressure measurement stations | Provide path studies and specifications of communication equipment for measurement sites if applicable |
| Respond to customer billing issues due to measurement discrepancy (Will need to call GMR is there is a mechanical issue with measurement equipment, Freeze dead meter etc.) | All pressure and regulation work at the customer site | Responsible for the transmission of measurement and control data from the measurement sites through communication equipment into SCADA if applicable. |
| Measurement organization schedules meter changes for GMR based on statistical sample or based on volume | All gas quality and fluid issues | |
| Responds to and troubleshoots amr issues | All meter changes both scheduled (statistical or volume based and customer request or challenge) and unscheduled (mechanical failure freezes etc) | |
| Responds to and troubleshoots efm issues | | |

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Attachment # 7 (cont)

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|-------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| | Storage Measurement | |
| Measurement & Accuracy | Compliance & Reliability | Communications |
| M&C | Storage Operations | Telecom |
| Ultrasonic meter program | Well operations | Provide path studies and specifications of communication equipment for storage measurement and A&C sites if applicable |
| Gas chromatographs | Line operations | Responsible for the transmission of measurement and control data from the storage sites through communication equipment into SCADA if applicable. |
| Gas samples | Valve operations | |
| Rotary meters efm | Pigging | |
| Analyzers dew point , moisture, H2S | Regulation (non A&C) | |
| Controllers and actuators | Fluid management | |
| Pressure transducers | Mechanical station equipment | |
| Tank level measurement | Alcohol injectors | |
| Storage A&C equipment | Line heaters | |
| Echometer readings | | |
| Calibrate gauges and equipment | | |
| B well Measurement | | |

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Attachment # 7 (cont)

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|---------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| | | |
| | Large station and compression | |
| Measurement & Accuracy | Compliance & Reliability | Communications |
| M&C | GM&R | Telecom |
| | | |
| Operational measurement calibrations pressure transducers etc | All regulation pressure related work | Provide path studies and specifications of communication equipment for storage measurement and A&C sites if applicable |
| Inspect, troubleshoot and maintain A&C and efm equipment | All compression related work | Responsible for the transmission of measurement and control data from the storage sites through communication equipment into SCADA if applicable. |
| | All compliance related inspections and maintenance | |
| | All fluid management | |