

GAS TRANSMISSION/DISTRIBUTION OPERATOR
POSITION DESCRIPTION

This position description is broken down into three sections; Qualifications, Position Attributes and Position Expectations. The Qualification portion outlines minimum requirements for an individual to adequately perform within the job. The other two portions attempt to outline the most important attributes and expectations of the Gas Transmission/Distribution Operator. The listings, however, are not all inclusive.

Qualifications

The entry level employee must have a high school diploma or the equivalent and possess a valid drivers license.

All employees must possess characteristics which allow them to operate per the described position attributes.

Position Attributes

Position requires individuals to perform moderate to heavy physical and manual labor.

Position requires individuals with reading, writing and oral communication skills to perform such tasks as; reading and interpreting equipment instruction manuals, completing equipment inspection forms and explaining work practices and procedures to less skilled employees.

Position requires individuals that can accept a high degree of responsibility to include exercising independent judgement within prescribed instructions and/or standard procedures.

Position requires individuals with good mechanical aptitude.

Position requires individuals with the ability to sustain close mental and visual concentration, hand/eye coordination and dexterity, often in hazardous or adverse conditions for sustained periods.

Position requires individuals who can enter and exit trenches, pits and regulator buildings to install or maintain equipment, and correct hazardous or potentially hazardous situations.

Position requires individuals that can perform tasks independently, reporting progress and getting assignments frequently throughout the day.

Position requires individuals that can work with other employees and occasionally with contractors and/or customers, dedicating extreme attention to hazardous conditions.

Position requires individuals that will accept responsibility for taking care of company equipment.

Position requires individuals to perform year-round outdoor tasks in disagreeable or adverse weather conditions.

Position requires individuals that can work regular and irregular hours

Position Expectations

Systematically progress through the Gas Transmission Distribution Operator Training/Development Plan to include:

- A. Completing all training requirements and spending the minimum of time required within each training/development block assigned.
- B. Passing a written test upon the completion of each training/development block assigned.
- C. Periodically participating in retraining and retesting on critical skills obtained.

Participate in training less skilled employees.

Adhere to Company and department policies, standards and procedures.

Perform tasks and work assignment requested by supervisor. (Tasks will be based on training received and qualifications.)