

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Loader, Extraction Plant

CODE NO.: 00219

GRADE: 005

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

In accordance with safe operating procedures and practices, load tank trucks and railway cars with gasoline, butane, isobutane, propane, B S oil and other products. Receive, store and move drip, production gasoline, and NGL as required.

ASSIGNED DUTIES:

1. Load tank trucks and railway cars with gasoline, butane, isobutane, propane, B S oil and other products. Receive, store and move drip, production gasoline, and NGL as required.
2. Prepare bills-of-lading for by-products sold.
3. Promote good customer and public relations.
4. Prepare records and reports as required using PC/terminal with NGL/MIS or other software.
5. Take samples of products and process or deliver to laboratory as required.
6. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
7. May perform other duties as required in higher or lower classifications.