

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Engineering Clerk

CODE NO.: 39095

GRADE: 006

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform various clerical duties related to the preparation, processing and maintenance of records, reports, statements, files, invoices, permits, and the like pertaining to the department/section.

ASSIGNED DUTIES:

1. Prepare material requisitions using the applicable ordering system.
2. Receive, circulate, track and file information related to capital projects.
3. File and maintain company records such as engine books, job books, pipeline pockets, topographical maps, microfilm records, engineering drawings, vendor catalogues, work order completion notices, well plats, DOT inspections, encroachment reports, flight logs, R/W agreements, road bonds, etc.
4. Maintain and generate reports from various electronic databases such as drawing index, gate assembly index, microfilm index, vendor catalog index, aerials, regulator and relief valve, electrical, technical, compression problems, etc.
5. Maintain, verify and/or prepare records, reports, statements, invoices, vouchers and the like as required.
6. Perform routine clerical duties including the operation of typical office equipment.
7. Provide guidance to, assist, and/or train other employees in the performance of assigned duties as required.
8. Perform other duties as required in higher or lower classifications.
9. Operate computer equipment and utilize new technologies as required.
10. Perform required duties in accordance with applicable contracts and agreements, state and federal regulations and company policies and procedures.