

DOMINION HOPE

JOB DESCRIPTION

TITLE: Utilityperson Distribution

CODE NO.: Start Level I Level II
00419 00512 00621

GRADE: 007 008 010

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of skilled and semi-skilled duties and special assignments relative to the installation, operation, repair and maintenance of distribution equipment and facilities within a major city plant area necessary to supply natural gas to domestic, commercial, and industrial customers. May train and lead other employees in the performance of assigned duties.

ASSIGNED DUTIES:

1. Perform a combination of skilled and semi-skilled duties relative to the installation, operation, repair and maintenance of distribution equipment and facilities.
2. Assist in, and direct as required, the installation, connection and disconnection of large displacement, orifice, domestic, commercial, and industrial meters; make periodic and other required meter changes, conduct required inspections and tests of both corporate and customers' facilities.
3. Assist in, and direct as required, the installation of gas regulating and measuring stations.
4. Operate power driving boring machine (2" or larger capacity); operate power driven tapping and plugging machines (2" or larger capacity) on high pressure lines.
5. Assist in, and direct as required, the laying of new and replacement mains, and/or make service connections and install service lines on low, intermediate and high pressure pipelines.
6. Investigate, as required, customer complaints pertaining to gas odors, fumes, and leakage using approved gas detection equipment.
7. Assist in, and direct as required, repairs and servicing of main and service lines and other gas distribution facilities.

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8. Prepare records and reports as required.
9. Make minor repairs to equipment used in the performance of assigned duties, keeping equipment in safe and proper working condition.
10. Promote good customer and public relations.
11. Train and direct other employees in the performance of assigned duties as required.
12. Perform other duties as required in other classifications.

NOTE: The essential factors concerning this job are:

1. It is a combination of the various duties that make up the total job rather than the performance of any single duty.
2. Any employee temporarily assigned duties included in the Utilityperson/ Distribution Rate Schedule will be considered to be working at the Start Level for pay purposes. Permanent job vacancies will be posted at the Start Level.