

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Hastings Gas Processing Plant Operator

CODE NO.: HGPPPO Start HGPPPO
00415 00709

GRADE: 007 011

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform all duties related to the operation and maintenance of Hastings Gas Processing Plant equipment, facilities, and auxiliary equipment; maintain facility structures and grounds as assigned. Maintain and operate equipment in accordance with all applicable safety rules and policies. Maintain and operate equipment in accordance with all applicable environmental rules, policies, and regulations.

ASSIGNED DUTIES:

1. Maintain operating conditions within specified parameters (levels, flows, temperatures, pressures) as necessary to maximize liquids production and produce the highest quality products possible at the Hastings Gas Processing Plant.
2. Operate valves, controls, pumps, motors, fans, compressors and all other plant equipment necessary to maintain safe operating conditions.
3. Operate and maintain boilers, generators, air compressors, nitrogen supply equipment, and any other plant support equipment.
4. Lubricate and inspect machinery, valves and equipment and promptly report malfunctions of equipment or process.
5. Obtain samples and test products as needed for process control and quality.
6. Prepare and maintain various plant production, operating and maintenance reports and records as assigned.
7. Perform plant pre-start check of the various equipment to assure proper starting procedures are developed, provided, and followed.

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8. Maintain assigned equipment, facilities and surroundings in accordance with established standards. Perform repairs to equipment and perform or assist as needed in major maintenance and overhauls as required.
9. Maintain tools and equipment to insure they are the right tool for the job to be performed and are in safe working condition.
10. Perform various duties incidental to repair and maintenance work including but not limited to painting structures and equipment, cleaning, polishing, caring for grounds, etc.
11. Monitor plant operations, change pressures and route gas or products as required.
12. Train other employees in the performance of assigned duties.
13. Conduct work activities in compliance with all Federal, State, local, company and Hastings area safety and environmental rules and policies.
14. May be assigned to other duties in higher or lower classifications as needed.