

# DOMINION TRANSMISSION, INC. AND DOMINION HOPE

## JOB DESCRIPTION

**TITLE:** Inspector

**CODE NO.:** 00303

**GRADE:** 006

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

### **RESPONSIBILITIES:**

Perform inspection work incidental to construction projects. Inspect public establishments and corporate property for gas leakage and the maintenance of gas equipment. Inspect corporate facilities for DOT compliance.

### **ASSIGNED DUTIES:**

1. Keep accurate records of material delivered, installed, or removed from construction jobs.
2. Report progress of construction work.
3. Inspect quality of work done by contractors to insure that the work conforms with blueprints and contract specifications.
4. Keep records on the condition of property before and after contract work.
5. Using gas indicators, inspect mains, sewer manholes, service curb boxes, gate boxes, telephone conduits, or any other openings where gas may have leaked from mains or service lines.
6. Inspect meters, gas lines, and gas equipment in public buildings, school houses, churches, stores, etc.
7. Inspect wells and well locations, field lines and rights-of-way, and other corporate property for leaks, slips, or any other irregularities.
8. Prepare records and reports as required.
9. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
10. Promote good customer and public relations.
11. May perform other duties as required in higher or lower classifications.