

DOMINION TRANSMISSION INC. AND DOMINION HOPE

JOB DESCRIPTION

TITLE: Gas Measurement Specialist / Gas Measurement Specialist, Sr.

CODE NO.: GMS GMS Sr.
 00405 00614

GRADE: 007 010

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform all the duties incidental to the installation, operation, maintenance, repair, and testing of assigned gas measuring and regulating equipment in accordance with established corporate policies and/or governmental rules and regulations.

ASSIGNED DUTIES:

1. Install, operate, maintain, repair, and test diaphragm, rotary and turbine type positive displacement meters, orifice meter gauges and tubes, recording thermometers, pressure gauges, gravimeters and calorimeters, continuous samplers, chromatographs, and flow controlling and pressure regulating equipment in accordance with established corporate policies and/or governmental regulations.
2. Operate and verify proper calibration of chromatographs.
3. Assist in the solution of problems pertaining to gas measurement and regulation as required.
4. Install gauge lines and piping to instruments, meters, and other gas measurement equipment as required.
5. May change charts and compute volume and pressure data as required.
6. Prepare and maintain records and reports as required.
7. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
8. Perform all duties associated with odorization stations and associated equipment.
9. Promote good customer and public relations.

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10. May direct other employees in the performance of assigned duties.

11. May perform other duties as required in higher or lower classifications.

NOTE: Consideration for promotion into the Gas Measurement Specialist, Sr., position requires an employee to be permanently classified as a Gas Measurement Specialist for a period of four (4) years with satisfactory performance demonstrated.