

**DOMINION HOPE**

**JOB DESCRIPTION**

**TITLE:** Town Plant Representative

**CODE NO.:** Start Level I Level II  
00311 00412 00510

**GRADE:** 006 007 008

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Perform all types of duties incidental to furnishing gas to consumers.

**ASSIGNED DUTIES:**

1. Lay service and small extension lines, make service taps, set meters and regulators, make periodic meter changes, and change charts.
2. Adjust and service gas-fired appliances commensurate with training.
3. Investigate leaks using approved gas detection equipment.
4. Collect current and delinquent bills.
5. Report consumer complaints and inquiries which require further explanation.
6. Make minor repairs on lines.
7. Check exposed lines and meters for leaks, tampering and other unusual conditions.
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 direct other employees in the performance of assigned duties.
12. May perform other duties as required in higher or lower classifications.