

DOMINION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Measuring Station Operator (Major)

CODE NO.: 00309

GRADE: 006

REPORTS TO: AS ASSIGNED

DATE: August 15, 2010

RESPONSIBILITIES:

Perform all duties necessary for the operation and maintenance of the major measuring stations.

ASSIGNED DUTIES:

1. Change charts on various metering devices such as orifice meters, temperature gauges, and pressure charts.
2. Inspect equipment for operability and report any irregularities.
3. Manually operate gate valves and regulators, and make other adjustments and repairs as emergency situations demand.
4. Maintain building, equipment, and grounds in accordance with established procedures.
5. Provide information, as requested, to appropriate personnel of other companies on matters concerning gas measurements and deliveries.
6. Report pressures and volumes 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. Promote good customer and public relations.
9. May direct other employees in the performance of assigned duties.
10. May perform other duties as required in higher or lower classifications.