

**DOMINION HOPE**

**JOB DESCRIPTION**

**TITLE:** Gas Service Specialist

**CODE NO.:** Start Level I Level II Level III Level IV  
00302 00402 00502 00602 00705

**GRADE:** 006 007 008 009 011

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

**RESPONSIBILITIES:**

Perform all the duties necessary to install, adjust, repair, and maintain all types of gas burning equipment, including domestic, commercial and industrial installations.

**ASSIGNED DUTIES:**

1. Install, adjust, and service all types of gas equipment, including thermostats, gas valves, safety pilots, electronic flame-sensing equipment, and low water cutoffs and vaporstats.
2. Inspect, maintain, and repair gas fired air conditioning equipment; assist in the installation of such equipment.
3. Inspect, maintain, and repair domestic, commercial and/or industrial gas-fired equipment.
4. Perform final inspection of newly installed gas equipment, and make flue gas analyses or other tests as required to assure perfect operation of gas equipment.
5. Install domestic and commercial meters; make periodic or other required meter connects and disconnects.
6. Make service connections on low, intermediate, or high pressure pipelines, fabricate and/or install facilities for single or multiple meter sets and facilities for pressure reducing and regulating stations.
7. Investigate leaks, using carbon monoxide testers, gas indicators, gas scopes, and approved gas detection equipment.
8. Investigate consumer complaints regarding gas utilization and equipment.
9. Inspect installation as required of appliances sold under employee purchase plan.

**DOMINION HOPE**

**JOB DESCRIPTION**

**TITLE:** Gas Service Specialist

**CODE NO.:** Start Level I Level II Level III Level IV  
00302 00402 00502 00602 00705

**GRADE:** 006 007 008 009 011

**REPORTS TO:** As Assigned

**DATE:** August 15, 2010

10. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
11. Prepare records and reports as required.
12. Promote good customer and public relations.
13. May direct other employees in the performance of assigned duties.
14. May assist in training of other employees for appliance service work.
15. May perform other duties as required in higher or lower classification.

**NOTE:** Progress through the various levels of this job requires one (1) year in each successive level, completing the prescribed training and successfully passing the appropriate test for each level.