

DOMINION TRANSMISSION, INC. AND DOMINION HOPE

JOB DESCRIPTION

TITLE: Draftsperson, Division

CODE NO.: 34297

GRADE: 010

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform various semi-routine to moderately complex field drafting duties pertaining to the preparation and maintenance of required records, drawings, maps etc., incidental to divisional operations.

ASSIGNED DUTIES:

1. Maintain complete and up-to-date maps and drawings of all assigned facilities such as pipelines, well locations, regulating and measuring stations, etc.
2. Prepare normal single line drawing of measuring and regulating stations, pipelines, pipeline junctions and other installations as required.
3. Modify drawings of facilities to meet required specifications for location operating conditions.
4. Complete pipeline and well plat requests as required.
5. Participate with local engineering staff personnel in the development of plans, drawings, etc.
6. May assist in various phases of field engineering activities.
7. Operate PC/CAD/CAM System to prepare and maintain various data files, drawings, and reports.
8. Operate various office machines such as typewriter, adding machine, calculator, etc.
9. Perform various other related duties as directed.