

DOMINION TRANSMISSION, INC. AND HOPE GAS, INC.

JOB DESCRIPTION

TITLE: Well Tender

CODE NO.: 00220

GRADE: 005

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Perform a variety of duties incidental to the operation and maintenance of producing and storage wells, gas purchase, gas transport, and/or sales contract meters, drilling ledger meters, and free and domestic consumer meters.

ASSIGNED DUTIES:

1. Perform a variety of duties incidental to the operation and maintenance of gas, oil, and/or storage wells and associated equipment such as:
 - a. Operating various types of well and line valves.
 - b. Conducting tests to determine amount of gas and/or oil produced, transported, purchased, sold, or stored and general condition of wells.
 - c. Regulating flows in accordance with demand.
 - d. Pumping oil wells, gauging tanks, etc.
 - e. Blowing wells and drips.
 - f. Thawing out wells and lines and repairing minor leaks.
 - g. Lubricating valves.
 - h. Mowing and repairing well locations and rights-of-way.
 - i. Make repairs to pipelines and facilities as required.
 - j. Patrol lines.
2. Change charts and read gas purchase, transport, sale, royalty, and drilling ledger meters.
3. Connect, disconnect, and read rural domestic and free consumer meters and report customer complaints and inquiries that require further investigation.
4. Monitor pigging operations of pipelines.
5. May check and report on outside drilling operations, or other operations which might affect our facilities.
6. Prepare records and reports as required.

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7. Promote good customer and public relations.
8. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
9. May direct other employees in the performance of assigned duties.
10. May perform other duties as required in higher or lower classifications.