

DOMINIION TRANSMISSION, INC.

JOB DESCRIPTION

TITLE: Shift Leader

CODE NO.: 00617

GRADE: 010

REPORTS TO: As Assigned

DATE: August 15, 2010

RESPONSIBILITIES:

Regularly act as leader of a shift at designated key compressor stations, as determined by management, and assist in the performance of all duties incidental to the operation and maintenance of assigned equipment and facilities.

ASSIGNED DUTIES:

1. Direct and assist in the operation of engines, compressors, auxiliary equipment, and related facilities used to compress and pump natural gas.
2. Direct and assist in the maintenance and routine repair work involved in keeping equipment and facilities in proper operating condition.
3. Report or direct the reporting of pressures and operating conditions to the Gas Control Section as required.
4. Receive and record messages; prepare and maintain operating records and reports as required.
5. Direct and assist in the changing of pressures and the routing of gas as required, by changing valving, engines or entering data into electronic equipment.
6. Make minor repairs to equipment used in the performance of assigned duties, keeping the equipment in safe and proper working condition.
7. Train other employees in the performance of assigned duties.
8. Perform other duties as required in other classifications.

NOTE: The essential factor concerning this job is:

It is a combination of the various duties that make up the total job rather than the performance of any single duty.