

**Duke Energy Kentucky  
Case No. 2018-00143  
STAFF's First Set of Data Requests  
Date Received: May 23, 2018**

**STAFF-DR-01-012**

**REQUEST:**

Provide job descriptions of the personnel working in the gas planning, gas purchasing, and gas operations functions.

**RESPONSE:**

Please see STAFF-DR-01-012 ATTACHMENT.

**PERSON RESPONSIBLE:** Jeff L. Kern



**Duke Energy Executive Assistant Hierarchy**

**JOB DESCRIPTION**

Job Title:	<u><b>Executive Assistant I (OCC 3802)</b></u> <u><b>Executive Assistant II (OCC 104812)</b></u>
Department/Location/Process:	<u>Various</u>
Job Incumbent(s):	Various
Approved by:	Various
Form completed by:	P Grobusky
Date:	10-1-2013

**EXECUTIVE ASSISTANT I and II**

These classifications are part of the hierarchy which provides administrative and secretarial support to executives. As determined by criteria set forth in the Fair Labor Standards Act, Executive Assistant I and II are non-exempt. More specific guidelines are outlined below to use in determining position level to be used.

Title	Classification Guide
<b>Executive Assistant II</b>	Position to be used for assistants supporting SVPs, Presidents, VPs with designation, and VPs who report to the EVPs who are the direct reports to the CEO. Typically has 10 plus years of experience. This is a stand-alone position and requires a vacancy. Depending upon the scope and complexity of the organization and skills required, the SMC member may request an exception to utilize the Executive Assistant I level or the Administrative Specialist hierarchy.
<b>Executive Assistant I</b>	Position to be used for assistants supporting VPs, GMs, MDs, or Multiple Directors. Typically has 10 plus years of experience. This is a stand-alone position and requires a vacancy. Depending upon the scope and complexity of the organization and skills required, the SMC member may request an exception to utilize the Administrative Specialist hierarchy.

**I. PURPOSE OF JOB:**

Performs full secretarial, administrative, and broad support activities of a highly responsible and confidential nature for an executive. This position serves in a critical support role to the executive and can impact the effectiveness of either the executive or their staff. Activities are diverse and involve close coordination with senior executives and their support staffs. This position requires significant interface on a regular basis with high level governmental and regulatory officials or officers of other companies, as well as officers and executives within the corporation.

It is the responsibility of the Executive Assistant to proactively manage the time and support the work effectiveness of the executive. This position anticipates the needs of the executive and based on knowledge of the executive's mode of operation and individual preferences, coordinates, researches, delegates, compiles, and organizes any work necessary to meet those needs. Incumbents may exercise considerable judgment and discretion in the performance of their duties. This position requires a high degree of professionalism, knowledge of the enterprise, verbal and written communication skills, and interpersonal skills.

## II. MAJOR ACCOUNTABILITIES/ESSENTIAL JOB FUNCTIONS

Job functions listed below apply to all levels but may vary by incumbent and level.

- Screens calls for the executive and responds to moderately complex inquiries from management employees or external sources regarding a variety of questions, such as clarification of company policy and procedures. Communicates sensitive information to senior management or external sources.
- Coordinates with internal and external executive-level staff to accomplish moderately complex activities, such as scheduling, identifying outside speakers, and developing agendas or recreational programs for non-local group meetings or events. This may also include conducting research and compiling information for quarterly or annual reports, departmental projects or company task forces, where information must be gathered and compiled from a variety of sources.
- Receives general direction. Identifies needs and initiates administrative projects. Performs considerable coordination and follow-through. Sets priorities and procedures for accomplishing work and may delegate portions to others.
- Manages the electronic mail of the executive in their absence. Reviews incoming mail, makes decisions as to proper handling and prepares responses or delegates/manages responses by others.
- Maintains confidential records and reports. Collects, compiles and analyzes data from several sources of information. May direct others to collect and calculate the data.
- Provides support in preparation for the executive's meetings. May coordinate the preparation or compilation of various meeting materials. Interfaces with subordinates of the executive to plan and coordinate materials.
- Provides administrative and organizational support to the executive in external business and community leadership responsibilities, e.g., Chamber of Commerce, Arts and Science Council.
- Utilizes Microsoft Office Products at a high level of proficiency. Prepares and revises documents for use by executive management, e.g., Corporate Calendar.
- Prepares expense reports and American Express reconciliation statements. Reviews and approves, within delegated parameters, expense reports of others.
- Coordinates travel arrangements and meeting preparations. Anticipates a variety of simple to complex needs and potential issues; ensures all needs are met and issues are proactively addressed.
- Maintains a consistently high level of availability to provide support to the executive according to the executive's schedule. May require flexibility in work hours or locations. May require some travel.
- Maintains and demonstrates current knowledge of Duke Energy enterprise organization and business operations. Understands the work preferences and needs of the executive. Communicates effectively with other executives and their support staffs.
- Exercises excellent interpersonal skills and demonstrates the ability to work with employees at all levels within and outside the organization in a highly professional manner.
- Effectively handles a wide variety of telephone calls, mail, visitors and appointments to effectively manage the time of the executive.
- Prepares correspondence and written communications using a variety of excellent written communication skills.

### III. JOB QUALIFICATIONS

Minimum qualifications for the job, including work experience and education.

Title	Typical Level of Responsibilities
Executive Assistant II	Fully functioning degreed professional or equivalent job related work experience. Typically has at least 10 plus years of executive administrative experience.
Executive Assistant I	Typically has at least 10 plus years of related administrative support experience.

In addition, the following qualifications apply to each position:

- Manage confidential information with the highest integrity.
- Computer skills, including Outlook, Excel, Word, Power Point
- Ability to research independently, multi-task, and meet deadlines under tight timeframes.
- Demonstrated ability to build working relationships with all levels of organization inside and outside of Duke Energy
- Ability to work effectively in a work plan driven / team environment.
- Demonstrated ability to manage confidential information with integrity.
- Thorough knowledge of Duke Energy organization, policies and procedures

### IV. CLASSIFICATION CONTROL:

THESE CLASSIFICATIONS ARE LINKED TO THE REPORTING RELATIONSHIP WHICH THE INCUMBENT SUPPORTS. IF THE REPORTING RELATIONSHIP CHANGES, THE INCUMBENT WILL BE RECLASSIFIED TO THE APPROPRIATE POSITION, EITHER THE EXECUTIVE ASSISTANT CLASSIFICATION OR THE ADMINISTRATIVE SPECIALIST HIERARCHY. THERE WILL BE NO GRANDFATHERING OF EXECUTIVE ASSISTANT TITLES OR RELATED STI% TARGETS ASSOCIATED WITH THESE POSITIONS.

(REVISED - April 17, 1995)  
(GAS SUPPLY DEPARTMENT)

65759

CLASSIFICATION:            CONTROL TECHNICIAN III

A.    DUTIES:

Under general directive supervision performs the duties of a Corrosion Technician or Instrument Repair Technician, makes mechanical and electrical tests, compiles data, installs and repairs equipment in accordance with the National Electrical Code (N.E.C.) and performs clerical functions as required, performing such duties as:

1.    Installing, adjusting and maintaining all recording and indicating gauges, and telemetering equipment.
2.    Inspecting and priming odorization equipment used to control the correct injection rate of odorant into the gas including calculating odorant concentrations in the gas lines and preparing odorant reports and summaries.
3.    Neutralizing and decontaminating transport equipment, ground area, structures and containers from odorant.
4.    Adjusting by-pass and automatic odorant injection equipment on own initiative when, on inspection, odorant concentrations are found to be inadequate for gas delivery requirements.
5.    Installing, repairing and calibrating manual and control equipment, microprocessor based control and high pressure regulating equipment while equipment is either in or out of service.
6.    Adjusting, repairing and calibrating calorimeters, gravimeters, or like measuring equipment.
7.    obtaining samples of liquid propane or natural gas for analysis or for testing; testing samples according to standard specifications.
8.    In emergency conditions, by-pass and control major city gate stations.
9.    Instructing, directing or training the work of other employees as required.
10.   Shipping material, supplies, and gas samples according to Department of Transportation (D.O.T.) specifications.
11.   Installing, adjusting and repairing electronic tone transmitting and receiving equipment such as AM, FSK, DTMF and tone scanners.
12.   Handling in a proper manner hazardous materials such as mercury and pipeline condensates possibly containing PCB's and Mercaptan and following the procedures if a spill occurs.
13.   Meeting electrical inspectors for approval of new services and equipment.
14.   Being courteous when listening to customer complaints and concerns pertaining to conditions at purchasing stations such as odorant smell, noise due to regulators, etc.
15.   Troubleshooting data communication circuits and working with telephone company representatives such as Cincinnati Bell, Ohio Bell, GTE, etc.
16.   Training by assisting in jobs in higher classifications.
17.   Installing, adjusting and repairing automatic gas sampling equipment.
18.   Accessing master computer to verify the correct operation of Automatic Meter Reading Equipment.

(REVISED - April 17, 1995)  
(GAS SUPPLY DEPARTMENT)

65759

CLASSIFICATION: CONTROL TECHNICIAN III

A. DUTIES: (Cont'd)

19. Reading, interpreting and correcting engineering prints and schematics to adapt to field changes, NEC codes and engineering modifications.
20. Performing other similar or less skilled work as assigned.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; have all the qualifications of a Corrosion Technician "B"; and/or Instrument Repair Technician and, in addition:

1. Must have had twelve (12) months previous work experience as a Corrosion Technician "All or Instrument Repair Technician.
2. Must have an Associate Degree from an accredited engineering college in electrical or electronic engineering technology.
3. Must be able to read blueprints, electrical and electronic schematic diagrams.
4. Must be familiar with and be willing to practice safety requirements that apply to these job duties.
5. Must be familiar with and be willing to use fire fighting equipment.
6. Must be familiar with the inherent dangers and procedures when working in confined spaces such as regulator vaults.
7. Must be capable of communicating professionally with civil authorities such as fire and police departments.
8. Must have a working knowledge of AC/DC electrical circuits.
9. Must have a working knowledge of various computer systems such as DOS, Windows, etc.
10. Must demonstrate the ability to perform the duties of this job through the medium of job validated tests.
11. Must be mechanically inclined and capable of using various hand and power tools.
12. Must be thoroughly trustworthy in the possession of confidential information and company funds.
13. Must be able to interact with external and/or internal customers in a pleasant, courteous, and tactful manner, and demonstrate the ability for handling personal contact with customers in a way that will insure good customer relations.
14. Must possess calm judgement and be able to act in an emergency and must be able to make and act on field decision.
15. Must be familiar with equipment used by the Company to regulate gas pressures and flows.

(REVISED - April 17,1995)  
(GAS SUPPLY DEPARTMENT)

65760

CLASSIFICATION:                    CONTROL TECHNICIAN II

A.    DUTIES:

Under general supervision performs the duties of a Control Technician III, does engineering or clerical work with Engineers or Technical Supervisors in the performance of their duties, or working independently, performs work as assigned, performing such duties as:

1.    Installing, repairing and calibrating various types of electronic transducers and analog and digital flow computers.
2.    Installing, adjusting, repairing and calibrating telemetric and remote and transmission equipment, such as remote dial up equipment.
3.    Acting as the Company's representative with supply companies, deliver bulk shipments of liquid odorant or propane products.
4.    Acting as Company's representative when supply companies, representatives test and adjust measuring equipment at all purchase gas stations.
5.    Installing, inspecting, adjusting and maintaining high pressure measuring equipment, such as orifice meters, turbo meters, electronic correctors and automatic meter reading devices, including equipment on large industrial customers' premises.
6.    Performing precise measurements on orifice meter plates and orifice meter piping, using micrometer instruments, to determine that dimensions are within acceptable tolerances.
7.    Performing the complex calculations involved in proving turbo-meters by determining measured volumes of critical flow prover tests and applying the results to the turbo-meter calculations.
8.    Preparing technical reports, making sketches and doing engineering work, as directed.
9.    Testing, calibrating and repairing equipment such as volume correcting devices, sulfur titron and electronic gas meter provers.
10.    Testing, calibrating and repairing gas chromatographs and using this equipment to determine the chemical composition of gases.
11.    Instructing, directing, checking and training of other employees in this and other job classifications.
12.    Making tests, adjustments, repairs and maintenance on all propane plant instruments and controls while the plant is in and out of service.
13.    Working closely with plant operators and pressure supervisor while making repairs or adjustments to control and data acquisition equipment.
14.    Maintaining inventories of electronic supplies and replacement parts, requisitioning material and shipping materials and supplies as required.
15.    **Safely filling odorant cylinders, bypass and farm tap odorizers, while minimizing evaporation to open air.**
16.    Working on electrical and electronic equipment up to 240v while equipment is energized and operating, as required and working on electrical and electronic equipment 240v and above while equipment is deenergized.

(REVISED - April 17, 1995)  
(GAS SUPPLY DEPARTMENT)

65760

CLASSIFICATION: CONTROL TECHNICIAN II

A. DUTIES: (Cont'd)

17. Performing tests on the propane plant air compressors to determine efficiency and to locate faulty mechanical components.
18. Training by assisting in jobs of a higher classification.
19. Working with Company representatives from large industrial customers, such as AK Steel, pertaining to meter discrepancies and flow applications.
20. Assisting other Company departments in the installation and completion of special projects.
21. Installing, maintaining and calibrating odorization equipment to control the correct injection rate of odorant into the gas.
22. Performing other similar or less skilled work as required.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; have all of the qualifications of a Control Technician III, and in addition:

1. Must have at least three (3) years, as a Control Technician III.
2. Must have acquired an additional thirty six (36) core quarter credits above the entrance requirements of Control Technician III in electrical or electronic engineering technology courses approved by the Department Management.
3. Must have acquired a thorough knowledge of gas distribution practices, procedures, standards of pressure and gas quality.
4. Must understand the inherent dangers in either low or high pressure on various distribution and transmission lines, and in the failure of various pressure regulating and measuring equipment.
5. Must have a thorough knowledge of propane and natural gas characteristics.
6. Must be familiar with drafting (drawing) techniques and be able to make understandable field sketches and drawings.
7. Must possess calm judgement and be able to act in an emergency and must be able to make and act on field decision.
8. Must be capable of coordinating and directing the work of other employees and must be able to receive and transmit orders or instructions.
9. Must have demonstrated the ability to perform the duties of Control Technician III through the medium of validated tests.
10. Must be capable of discussing various assignments with engineers on new job installations.
11. Must be familiar with the principles of operation of electronic measurement and control equipment.



(REVISED - April 17, 1995)  
(GAS SUPPLY DEPARTMENT)

65763

CLASSIFICATION: CONTROL TECHNICIAN I

A. DUTIES:

Under general supervision performs the duties of a Control Technician II and performs engineering or clerical work with Engineers or working independently, performing such duties as:

1. Installing, adjusting and repairing all types of electronic digital computing equipment, such as Bristol 3320-61 Supervisory and Data Acquisition Unit, Bristol 3320-72A Measurement and Regulation Gas Flow Computers, Bristol DPC3330 Distributed Process Controllers, Bristol RDC3350 Remote Distributed Controller and Bristol CFE3385 Communication Front End.
2. Installing, adjusting and repairing various types of mass storage devices such as floppy disk drives, hard disk drives, and tape drives.
3. Installing, adjusting and repairing computer peripheral devices such as alphanumeric CRT displays, color graphic displays, keyboards and line printers.
4. Installing, adjusting and repairing uninterruptable power supply equipment.
5. Using manufacturer's software to modify existing control loops while equipment is in service, and modifying software for new functions and control loops.
6. Installing, adjusting and repairing natural gas backup generators.
7. Designing, fabricating and testing printed circuit boards for various purposes.
8. Designing, fabricating and testing various electronic circuitry.
9. Using special test equipment, writing and manually entering programs to test and verify correct operation of the computer system.
10. Using mass storage devices, maintaining adequate backup copies of programs used with computer equipment.
11. Directing and training other employees in this and other job classifications.
12. Performing other similar or less skilled work as required.
13. Coordinating jobs between gas and electric departments, and outside contractors.
14. Directing contractors on the installation of odorizer equipment, regulators, controllers, computers and similar equipment at new stations or when replacing outdated equipment at existing stations.
15. Installing and testing radio communication equipment and radio control equipment.
16. Working with Engineering Department and Mobilcomm when trouble shooting radio communication problems.
17. Assisting Gas Control Operators in controlling gas system from computer interface devices during main computer down time.
18. Use EPROM programmers and O.E.M. software used in personal computers to program electronic devices for use in the field R.T.U. for program storage.

(REVISED - April 17, 1995)  
(GAS SUPPLY DEPARTMENT)

65763

CLASSIFICATION: \_\_\_\_\_ CONTROL TECHNICIAN I

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; have all the qualifications of a Control Technician II, and in addition:

1. Must have (3) years experience as a Control Technician II.
2. must have acquired an additional 56 core quarter credits in electrical or electronic engineering technology, above the entrance requirements of "Control Technician III", including 12 quarter credits in computer related subjects.
3. Must be familiar with circuits commonly used in small and medium sized computing equipment.
4. Must be able to work from specifications, logic diagrams, detailed drawings and manufacturer's instructional books.
5. Must have a working knowledge of various manufacturers software packages to interact with field computers.
6. Must have demonstrated the ability to perform the duties of a Control Technician II through the medium of job validated tests designed for measuring individual qualifications before entering this classification.
7. Must have a complete and thorough knowledge of the operation of all equipment used in the Gas Department for control and data acquisition.

**(REVISED - JUNE 27, 1988)**  
**(GAS OPERATING DEPARTMENT)**  
**(PRODUCTION DIVISION) (GAS PLANTS SECTION)**

**66404**

**CLASSIFICATION: GAS PLANT OPERATOR II**

**A. DUTIES:**

Under general directive supervision, performs all of the duties of a Gas Plant Operator III and in addition, operates and maintains Gas Plant steam boilers, vaporizers and associated equipment; performing such duties as:

1. Maintaining proper water level in boilers.
2. Operating and maintaining water purifying or softening equipment.
3. Taking samples of boiler water and performing simple tests to determine the condition of the water and adding the prescribed amount of chemical treatment as required.
4. Operating and maintaining feedwater heater and pumps.
5. Operating gas or propane fired boilers, manually or automatically.
6. Maintaining boilers and associated equipment.
7. Operating and maintaining forced and induced draft fans.
8. Checking operation of condensate tanks and condensate return pumps.
9. Adjusting steam regulator setting on vaporizers when required.
10. Maintaining boiler operating report and changing charts.
11. Operating and maintaining centrifugal or reciprocating pumps.
12. Operating and maintaining compressors.
13. Operating and maintaining valves and regulators.
14. Keeping boiler room and equipment clean and in orderly condition.
15. Keeping all equipment properly lubricated.
16. Washing feedwater heaters and boilers.
17. Maintaining and repairing refractory settings in plant equipment.
18. Changing boiler operation from one fuel to another, as required.
19. Turning steam on or off to various lines, and draining or purging all steam, trace and water lines to prevent freezing, as required.
20. Operating, maintaining, repairing, overhauling, and assuming responsibility for the completion of the more complex mechanical work required of the various types of plant pumping, gasifying, mixing, and compressing equipment and accessories.
21. Calculating gas flows using flow calculator and readings from orifice meter gauges.

**(REVISED - JUNE 27, 1988)**  
**(GAS OPERATING DEPARTMENT)**  
**(PRODUCTION DIVISION) (GAS PLANTS SECTION)**

66404

**CLASSIFICATION: GAS PLANT OPERATOR II**

**A. DUTIES: (Cont'd)**

22. Adjusting gas operations by means of local or remote control while observing appropriate gauges or telemeters.
23. Operating, maintaining and repairing propane loading or unloading equipment and accessories, and obtaining the necessary readings for inventories.
24. Directing, participating, and assuming responsibility for completion of maintenance to district regulators and system stations, such as cleaning, painting, and pumping pits when required.
25. Locating and inspecting system valves and valve boxes in accordance with the Company valve inspection program, assuring accessibility and proper operation, maintaining records of inspections, performing minor maintenance and leak repairs, and reporting any corrections to be made, installing valve number identification tags when required.
26. Performing work assignments in accordance with departmental instructions, procedures, policies, and standards.
27. Directing the work of others of equal or lower job classifications, when delegated.
28. Instructing other employees in less skilled classifications to properly and safely perform their duties.
29. Performing other similar or less skilled work as assigned.

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to **GENERAL QUALIFICATIONS**; all the qualifications of a Gas Plant Operator III; and, in addition:

1. Must have at least two (2) years' experience as a Gas Plant Operator III, or the equivalent.
2. Must have acquired high pressure Boiler Operators License in the State of Ohio.
3. Must know how to get water to boilers under emergencies, and know how to protect boilers in case of failure of water supply.
4. Must be thoroughly qualified to maintain proper fire conditions.
5. Must have a thorough knowledge of all gas, steam and water lines, valves, regulators, and equipment of assigned responsibility.
6. Must be able to read and interpret maps, drawings and sketches.
7. Must be able to make clear and legible written records and sketches of work operations.
8. Must have a cooperative temperament and be able to receive and transmit orders and/or instructions in such a manner as to obtain the cooperation of assigned employees.
9. Must understand the dangers inherent in entering and working in underground vaults, pits and other confined spaces, and be able to use and understand the equipment for monitoring and controlling the confined spaces atmosphere.

**(REVISED - JUNE 27, 1988)**  
**(GAS OPERATING DEPARTMENT)**  
**(PRODUCTION DIVISION) (GAS PLANTS SECTION)**

**66404**

**CLASSIFICATION: GAS PLANT OPERATOR II**

**B. QUALIFICATIONS: (Cont'd)**

10. Must be able to direct the work in an equal or lower job classification, as required.
11. Must possess calm judgment and be willing to act on it in emergencies.
12. Must have demonstrated the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications before entering this classification.

**(REVISED - JUNE 27, 1988)**  
**(GAS OPERATING DEPARTMENT)**  
**(PRODUCTION DIVISION) (GAS PLANTS SECTION)**

**66405**

**CLASSIFICATION: GAS PLANT OPERATOR III**

**A. DUTIES:**

Under directive or general directive supervision performs the duties of a Mechanic III and, in addition, operates and maintains pumping, vaporization, and propane mixing equipment, transferring the control of operation to a remote location, assists in the operation of gas storage, metering and regulating equipment, performing such duties as:

1. Carrying out the work assigned by the Gas Plant Operator I or II and assisting in controlling the supply of gas to feeder and distribution systems or storage facilities.
2. Operating and maintaining process and instrument air compressors, including auxiliaries, controls and valves.
3. Operating and maintaining propane-air mixing and control equipment.
4. Operating and maintaining propane vaporizers, including steam, propane liquid and gas valves, and controls.
5. Recognizing problems on gas plant equipment and taking preventative steps to avoid serious trouble.
6. Pumping drips and checking condensate traps.
7. Operating and maintaining cavern facilities, including valves, pump lubrication levels and pressure.
8. Maintaining a register of plant equipment operations, such as temperatures, pressures, oil levels, changes and unusual conditions.
9. Storing propane in cavern by vapor differential unloading of carriers using vapor compressors, pumps or vapor from plant.
10. Reading and changing pressure and measurement recording charts, including multiple pen recorders, inking pens, maintaining chart drives, accurately recording time, dates, and index readings, exercising due regard for the care and accuracy required in handling of measurement documents, and the immediate reporting of any corrections to be made.
11. Performing tests, adjustments, cleaning, and lubricating machinery and equipment.
12. Securing pressure, temperature, and outage readings on propane tank cars or trucks, prior to unloading and upon completion, checking quantities of propane against suppliers manifest and reporting any discrepancies.
13. Filling propane sample tanks in accordance with prescribed procedures.
14. Assisting in maintaining, repairing or overhauling any of the equipment installed in the plant when assigned to such duties.
15. Operating and maintaining associated plant equipment, including water separators, coolant systems, dryers, filters, and natural gas heater.
16. Using and maintaining firefighting equipment, including hand held extinguishers, large wheeled dry chemical and trailer mounted units.

**(REVISED - JUNE 27, 1988)**  
**(GAS OPERATING DEPARTMENT)**  
**(PRODUCTION DIVISION) (GAS PLANTS SECTION)**

**66405**

**CLASSIFICATION: GAS PLANT OPERATOR III**

**A. DUTIES: (Cont'd)**

17. Operating and maintaining a pipe threading machine, fabricating pipe nipples of a various size, assuring uniform length and quality of threads.
18. Prefabricating I.P. meter installations according to Gas Department Standards, and properly testing same.
19. Rechecking of grade III gas leaks, confirming grade III, or upgrading as necessary in accordance with Company leak survey standards and completing the necessary field reports.
20. Operating, servicing and maintaining power equipment such as power mowers and water pumps.
21. Obtaining corrosion control pipe-to-soil potential readings, completing field reports and making sketches.
22. Transferring liquid propane from gas plant caverns to large tanker trucks, and Company-owned tankers according to standard procedures and policies, exercising due care not to overfill, carefully taking gauge and temperature readings, accurately measuring and calculating quantities filled, and properly completing propane transfer documents, when required, injecting exact amounts of odorant in relations to quantity of propane, being careful not to over- or under-odorize.
23. Operating electronic equipment such as curb box finders, main locators, oxygen analyzers and leak detecting equipment.
24. Assisting other groups when assigned, such as Control Technicians, Corrosion Control Technicians, and Pressure Crews.
25. Directing the work of others of equal or lower classifications, when delegated.
26. Instructing other employees in less-skilled classifications to properly and safely perform their duties.
27. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the Company.
28. Training by performing various operations under the direction of others.
29. Operating, maintaining and repairing aquifer gas storage facilities as required.
30. Accurately completing any reports, forms and sketches in connection with the performance of duties.
31. Performing other similar or less-skilled work as assigned.

**(REVISED - JUNE 27, 1988)**  
**(GAS OPERATING DEPARTMENT)**  
**(PRODUCTION DIVISION) (GAS PLANTS SECTION)**

**66405**

**CLASSIFICATION: GAS PLANT OPERATOR III**

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; have all the qualifications of Mechanic III, and in addition:

1. Must have at least two (2) years' experience as Mechanic III or the equivalent.
2. Must have a general knowledge of gas distributing practices, propane characteristics, and aquifer principles.
3. Must have six (6) months' on-the-job training in the operation and maintenance of Gas Plant storing, compressing, vaporizing, and mixing equipment, and pass an examination before entering this classification.
4. Must acquire through study and experience a high-pressure Boiler operator's license in the State of Ohio within two (2) years of entering this classification.
5. Must be willing to work shift work and at any hour when called upon.
6. Must be dependable and willing to work alone.
7. Must be familiar with the use of firefighting equipment and the techniques of handling propane fires and natural gas or flammable liquid fires.
8. Must have a good personal appearance and be free from any defects in sight, hearing, and sense of smell.
9. Must be able to use and understand oxygen deficiency and gas leak detecting equipment.
10. Must be able and willing to direct the work of others of equal or lower classifications.
11. Must be experienced and skilled in the reading of gauges.
12. Must possess tact and a suitable personality for contact with the general public.
13. Must have demonstrated ability to perform the duties of this job, through the medium of tests designed for measuring individual qualifications before entering this classification.



**(REVISED 1 JANUARY 15, 2013**  
**(GAS ENGINEERING)**

66406

**CLASSIFICATION:**      **Gas Layout Technician**

**A. DUTIES:**

Under general supervision, located at various company facilities; with a work schedule covering days, nights, weekends and holidays; performing field survey, construction drafting, and map and record updating duties, such as:

1. Completing pipeline design layout and associated drafting, maps and records activities with minimum direction from others.
2. Preparing cost estimates for preliminary and construction projects with direction from others.
3. Assisting in the implementation of quality assurance measures providing consistency of drawing and mapping products.
4. Assisting with the implementation of standards and procedures as they pertain to departmental drafting, mapping, and GIS practices.
5. Evaluating equipment, software and hardware related to gas operations in order to provide input to improve GIS, drafting and design functions.
6. Creating CAD 2D system architectures for drafting and mapping applications, such as menu design and tool palettes.
7. Receiving and applying training as it relates to designing standards based engineering projects such as main extensions, large services and large M&R's, as standards are developed.
8. Corresponding with other utilities (electric, water, telephone, cable, etc.) regarding projects such as highways or utility construction to obtain GIS and/or CAD related data or to determine status, locations, schedules and other factors which might affect gas facilities.
9. Checking, instructing, and assisting employees in this and lower classifications in their work and on standard practices and procedures as assigned.
10. Developing and updating training modules and tests.
11. Providing instructional training to other company employees in areas such as GIS, gas maps, records, and construction drawings.

**(REVISED 1 JANUARY 15, 2013**  
**(GAS ENGINEERING)**

**66406**

**CLASSIFICATION:**        **Gas Layout Technician**

**A. DUTIES: (Continued)**

12. Developing procedures pertaining to the duties of this and lower classifications.
13. Providing technical assistance in gas system analysis area, MAOP, regulatory requirements, layout of meters, regulators, piping and material selection.
14. Assisting in responding to requests for data stored in electronic data processing systems (not available through production programs) by writing and executing report programs.
15. Performing other similar or less skilled work as assigned.

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have at least three (3) years experience as a Gas Technician, or equivalent.
2. Must have obtained a minimum of 20 semester credits, above the entrance requirements for the Gas Technician, in subjects approved by the department.
3. Must be capable of directing the work of others.
4. Must be able to communicate with Company and non-Company personnel regarding gas facilities and other matters.
5. Must have a thorough knowledge of the Gas Department standards and procedures.
6. Must demonstrate the ability to perform the duties of a Gas Technician through the medium of validated tests.
7. Must be willing to be subject to D.O.T. drug testing.

**(REVISED - JANUARY 15, 2013)**  
**GAS ENGINEERING**  
**66407**

**CLASSIFICATION:**      **GAS TECHNICIAN**

**A. DUTIES:**

Under general supervision located at various company facilities; with a work schedule covering days, nights, weekends and holidays; performing field survey, construction drafting, and map and record updating duties, such as:

1. Obtaining field information and measurements by use of various data gathering equipment (i.e. electronic main finder, surveying equipment, GPS etc.). Safely obtaining this information within areas such as construction sites, vehicle or mechanical equipment presence, adverse weather conditions, and natural terrain dangers.
2. Preparing and updating construction drawings, bill of materials, charts and diagrams where the information is provided.
3. Preparing and updating record maps on a variety of mediums based on information supplied by construction drawings, job control forms and other data as necessary to post data in the Company GIS system.
4. Completing pipeline design layouts and material requisitions from partial sketches and field notes, including all major components such as valves, regulators, meters, relief valves, etc.
5. Checking with others for additional details or conditions as may be required to supplement sketches or technical information furnished.
6. Supplying gas record information to company personnel via various media such as one-call radio, telephone, email, fax, etc.
7. Supplying location, planned construction work or detailed information relating to gas main and service status, size, location and other pertinent records as required by other utilities, contractors, plumbers and other authorized personnel to comply with various governmental utility protection laws.
8. Interpreting information provided by maps, construction drawings, field notes, etc. to determine the location of other structures and utilities (electric, water, telephone, etc.).
9. Evaluating various completed gas operations' documents (construction folders, JCF's, LIR's, 1194's, valve inspections, field checks, etc.) for map updating purposes using GIS and other CAD software.
10. Instructing, coordinating and checking the work of personnel in equal and/or lower classifications.
11. Assisting in providing instructional training to other company employees or customers in areas such as gas maps, records, construction drawings, etc.

**REVISED ( JANUARY 15, 2013)**  
**GAS ENGINEERING**  
**66407**

**CLASSIFICATION: GAS TECHNICIAN**

**A. DUTIES: (Continued)**

12. Assisting in the development and updating of training modules and test.
13. Assisting in developing procedures pertaining to the duties of this and lower classifications.
14. Providing technical support to various divisions within the company.
15. Creating new cells and revising older ones for construction drafting and map updating personnel working on the CADD system.
16. Training by assisting in jobs of a higher classification.
17. Performing similar or less skilled work as assigned.

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to general qualifications; all qualifications of the Gas Apprentice Technician; and, in addition:

1. Must have at least two (2) years of experience as a Gas Apprentice Technician, or equivalent.
2. Must have acquired 10 semester credit hours, or equivalent quarter credit hours, above the entrance requirements for the Gas Apprentice Technician, from an accredited engineering college in subjects approved by the department.
3. Must be formally and satisfactorily continuing education at a recognized college in subjects specified by the department, or already have the educational requirements for the next job level.
4. Must be able to read construction drawings, field notes and other utility prints.
5. Must have a general knowledge of pipe and fittings.
6. Must demonstrate the ability to perform the duties of a Gas Apprentice Technician through the medium of validated tests.
7. Must have a thorough knowledge of work operations and office procedures.
8. Must have a general knowledge of gas operations' procedures and standards.

**REVISED ( JANUARY 15, 2013)**  
**GAS ENGINEERING**  
**66407**

**CLASSIFICATION: GAS TECHNICIAN**

**B. QUALIFICATIONS: (Continued)**

9. Must be able to demonstrate the understanding of record-keeping systems including electronic data processing and associated forms.
10. Must be willing to be subject to D.O.T. drug testing.

Gas Plant Operator MIII □ Revised February 2017

66405

CLASSIFICATION: MECHANIC III □ Gas Plant Operator

Under directive supervision performs such duties as:

A. DUTIES:

1. Measuring, cutting, and threading pipe.
2. Making up mechanical, threaded, compression, and other types of joints.
3. Sandblasting joints, pipes, fittings, structures, etc.
4. Installing and removing gas meters and/or connections, regulators and/or connections for all reasons, as directed, including flood, age changes, fire, explosion, etc.
5. Performing work of the lesser skilled type, such as handling, stripping, disassembling, and cleaning meters and regulators.
6. Soldering copper joints and fittings with low or high temperature solder.
7. Installing prefabricated meter and regulator assemblies.
8. Pressure testing service and house lines.
9. Coating and wrapping pipe and fittings.
10. Assisting in the detection and analysis of gas leaks.
11. Assisting in the construction of concrete forms, bridging, barricading, etc.
12. Cleaning, inspecting, and repairing hand tools.
13. Rendering first aid, artificial resuscitation, etc.
14. Driving automotive equipment, such as: trucks, dump trucks, etc.
15. Towing air compressors, traffic controllers, tool carts, and other types of trailers.
16. Carrying out the work assigned by the Gas Plant Operator I, II or III.
17. Assisting in controlling the supply of gas to feeder and distribution systems or storage

facilities.

18. Assisting in Operating and maintaining process and instrument air compressors, including auxiliaries, controls and valves.
19. Assisting in Operating and maintaining propane-air mixing and control equipment.
20. Assisting in Operating and maintaining propane vaporizers, including steam, propane liquid and gas valves, and controls.
21. Assisting in Recognizing problems on gas plant equipment and taking preventative steps to avoid serious trouble.
22. Pumping drips and checking condensate traps.
23. Assisting in Operating and maintaining cavern facilities, including valves, pump lubrication levels and pressure.
24. Assisting in maintaining a register of plant equipment operations, such as temperatures, pressures, oil levels, changes and unusual conditions.
25. Assisting in storing propane in cavern by vapor differential unloading of carriers using vapor compressors, pumps or vapor from plant.
26. Reading and changing pressure and measurement recording charts, including multiple pen recorders, inking pens, maintaining chart drives.
27. Accurately recording time, dates, and index readings.
28. Performing tests, adjustments, cleaning, and lubricating machinery and equipment.
29. Securing pressure, temperature, and outage readings on propane tank or trucks, prior to unloading and upon completion.
30. Checking quantities of propane against suppliers manifest and reporting any discrepancies.
31. Assisting in maintaining, repairing or overhauling any of the equipment installed in the plant when assigned to such duties.
32. Operating and maintaining associated plant equipment, including water separators, coolant systems, dryers, filters, and natural gas heater.
33. Using and maintaining fire fighting equipment, including hand held extinguishers, large wheeled dry chemical and trailer mounted units.

CLASSIFICATION: MECHANIC III

A. DUTIES: (Continued)

34. Performing work assignments in a manner which will properly safeguard the public, employees, and property of others in the Company.
35. Training by performing various operations under the direction of more skilled personnel.
36. Instructing other employees in this or less skilled classifications to properly and safely perform their duties.
37. Performing other similar or less skilled work, as assigned.
38. Rechecking of gas leaks, confirming grade , or upgrading as necessary in accordance with Company leak survey standards and completing the necessary field reports.
39. Operating, servicing and maintaining power equipment such as power mowers and water pumps.
40. Obtaining corrosion control pipe-to-soil potential readings, completing field reports and making sketches.
41. Transferring liquid propane from gas plant caverns to large tanker trucks, and Company-owned tankers according to standard procedures and policies,
42. Taking gauge and temperature readings,
43. Operating electronic equipment such as curb box finders, main locators, oxygen analyzers and leak detecting equipment.
44. Assisting other groups when assigned, such as Control Technicians, Corrosion Control Technicians, and Pressure Crews.
45. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the Company.
46. Training by performing various operations under the direction of others.
47. Operating, maintaining and repairing aquifer gas storage facilities as required.
48. Accurately completing any reports, forms and sketches in connection with the performance of duties.



49. Performing other similar or less-skilled work as assigned.

CLASSIFICATION: MECHANIC III

66405

A. DUTIES: (Continued)

50. Using and maintaining all types of respirators, FR and protective clothing when required.
51. Operating and maintaining air compressors, pneumatic and hydraulic equipment and tools, portable generators, pumps, heavy duty electric drills, core drill machine, and other such equipment.
52. Utilizing telephone and mobile radio to transmit and receive information.
53. Assisting in setting up work area protection.
54. Operating power chain saws.
55. Reading gauges and changing charts.
56. Utilizing and reading tape lines, rulers, and other measuring devices.
57. Utilizing and evaluating results from electronic instruments such as curb box locators, pipe locators, cathodic protection instruments, oxygen indicators, insulphones, and/or meters, etc.
58. Locating, cleaning, raising, lowering, replacing lid, or other parts of curb box and/or test connection box.
59. Obtaining corrosion control pipe-to-soil potential readings and completing field reports.
60. Operating lawn type tractors and other power mowing equipment making minor repairs as required.
61. Performing work assignments in accordance with departmental instructions, procedures, policies, and standards.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have had six (6) months' mechanical aptitude work experience.
2. Must meet the required pre-employment test standards for this job classification.
3. Must demonstrate the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications.
4. Must have a valid driver's license, be capable of driving pick-up trucks, utility vans, passenger vehicles, crew trucks, and dump trucks, and pass the Company's driver examination.
5. Must be able to write and print legibly.
6. Must be willing to participate in Company training programs.
7. Must be able to read street maps and travel to dispatched locations.
8. Must have the physical stature and stamina to operate power driven hand tools; excavate and shovel earth, backfill materials, etc.; lift heavy construction objects, etc.
9. Must have a keen sense of smell and adequate hearing.
10. Must possess tact and a suitable personality for customer contact.
11. Must be capable of utilizing leak detectors, test pumps, gauges, and utility-type electronic equipment.
12. Must be capable of utilizing a telephone and mobile radio.
13. Must be capable of correctly and accurately using measuring devices, such as: tape lines, rulers, pipe calipers, etc.
14. Must be capable of reading gauges and changing charts.
15. Must be capable of utilizing and evaluating results from electronic equipment.
16. Must be capable and willing to render first aid, artificial resuscitation, etc.
17. Must be capable and willing to use fresh air masks and wear protective clothing.
18. Must meet all the qualifications for promotion after a minimum of 12 months.

Gas Systems Operations MIII || Revised February 2017

CLASSIFICATION: MECHANIC III SYSTEMS OPERATIONS

CLASSIFICATION:        **MECHANIC III || Gas Systems Operations**

**A. DUTIES:**

Under general directive supervision, performs duties such as:

1. Patrolling transmission lines and feeder mains.
2. Locating gas mains by using electronic or other approved equipment and methods.
3. Locating and inspecting system valves and valve boxes .
4. Installing and maintaining pipeline markers and fence stiles, as required.
5. Inspecting construction areas on or near pipeline rights-of-way and reporting conditions to Company Supervisors,.
6. Maintaining liaison with Contractor representatives.
7. Reading and changing pressure and measurement recording charts, including multiple pen recorders, inking pens.
8. Maintaining chart drives (recording time, dates and index readings), exercising due regard for the care and accuracy required in handling of measurement documents.
9. Loading and unloading automatic measurement chart changers.
10. Checking and maintaining district regulator stations and system stations. Along with the ability to enter and work in confined spaces associated with pits and vaults.
11. Painting, cleaning, snow removal, pumping pits.
12. Clearing and maintaining system properties and pipeline rights-of-way, as required.
13. Inspecting the work of Contractors hired to maintain pipeline rights-of-way.
14. Preparing records and reports, as required.
15. Reading and performing work assignments in accordance with job related drawings and sketches.

16. Operating lawn type tractors and other power mowing equipment, and making minor repairs as required.
17. Directing the work of other employees in equal or lower classifications, when delegated.
18. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the Company.
19. Training by performing various operations under the direction of more skilled personnel.
20. Instructing other employees in equal or lower classifications to properly and safely perform their duties.
21. Performing other similar or less skilled work, as assigned.
22. Installing anodes and other cathodic protection devices.
23. Using and maintaining all types of respirators and protective clothing when required. The ability to wear required respirator equipment.
24. Operating and maintaining air compressors, pneumatic and hydraulic equipment and tools, portable generators, pumps, heavy duty electric drills, core drill machine, and other such equipment.
25. Utilizing telephone and mobile radio to transmit and receive information.
26. Assisting in setting up work area protection.
27. Operating power chain saws.
28. Reading gauges and changing charts.
29. Utilizing and reading tape lines, rulers, and other measuring devices.
30. Utilizing and evaluating results from electronic instruments such as curb box locators, pipe locators, cathodic protection instruments, oxygen indicators, insulphones, and/or meters, etc.
31. Performing work assignments in accordance with departmental instructions, procedures,
32. Measuring, cutting, and threading pipe.
33. Making up mechanical, threaded, compression, and other types of joints.

34. Assisting in the detection and analysis of gas leaks.
35. Cleaning, inspecting, and repairing hand tools.
36. Performing work assignments in a manner which will properly safeguard the public, employees, and property of others in the Company.
37. Training by performing various operations under the direction of more skilled personnel.
38. Performing other similar or less skilled work, as assigned.

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have had six (6) months' mechanical aptitude work experience.
2. Must meet the required pre-employment test standards for this job classification.
3. Must demonstrate the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications.
4. Must have a valid driver's license, be capable of driving pick-up trucks, utility vans, passenger vehicles, crew trucks, and dump trucks, and pass the Company's driver examination.
5. Must be able to write and print legibly.
6. Must be willing to participate in Company training programs.
7. Must be able to read street maps and travel to dispatched locations.
8. Must have the physical stature and stamina to operate power driven hand tools; excavate and shovel earth, backfill materials, etc.; lift heavy construction objects, etc.
9. Must have a keen sense of smell and adequate hearing.
10. Must possess tact and a suitable personality for customer contact.
11. Must be capable of utilizing leak detectors, test pumps, gauges, and utility-type electronic equipment.
12. Must be capable of utilizing a telephone and mobile radio.

13. Must be capable of correctly and accurately using measuring devices, such as: tape lines, rulers, pipe calipers, etc.
14. Must be capable of reading gauges and changing charts.
15. Must be capable of utilizing and evaluating results from electronic equipment.
16. Must be capable and willing to render first aid, artificial resuscitation, etc.
17. Must be capable and willing to use fresh air masks and wear protective clothing.
18. Must meet all the qualifications for promotion after a minimum of 12 months.
19. Must be willing and able to work overtime when needed.

(REVISED - May 16, 1994) ¶ Revised February  
2017

(GAS OPERATING DEPARTMENT)

66935

CLASSIFICATION: \_\_\_\_\_ MECHANIC III ¶ Meter Shop

A. DUTIES:

Under directive supervision performs such duties as:

1. Making temporary or permanent repairs on mains, services, stations, and other piping.
2. Making temporary or permanent repairs to other underground structures as directed.
3. Tapping pressurized piping.
4. Measuring, cutting, and threading pipe.
5. Making up mechanical, threaded, compression, and other types of joints.
6. Sandblasting joints, pipes, fittings, structures, etc.
7. Installing and removing gas meters and/or connections, regulators and/or connections for all reasons, as directed, including flood, age changes, fire, explosion, etc.
8. Performing work in the Measurement Center of the lesser skilled type, such as handling, stripping, disassembling, and cleaning meters and regulators.
9. Soldering copper joints and fittings with low or high temperature solder.
10. Installing prefabricated meter and regulator assemblies.
11. Pressure testing service and house lines.
12. Coating and wrapping pipe and fittings.
13. Assisting in the detection and analysis of gas leaks.
14. Assisting in the construction of concrete forms, bridging, barricading, etc.
15. Cleaning, inspecting, and repairing hand tools.
16. Rendering first aid, artificial resuscitation, etc.
17. Driving automotive equipment, such as: crew trucks, dump trucks, etc.
18. Towing air compressors, traffic controllers, backhoe trailers, tool carts, and other types of trailers.
19. Installing anodes and other cathodic protection devices.
20. Using and maintaining all types of respirators and protective clothing when required.
21. Operating and maintaining air compressors, pneumatic and hydraulic equipment and tools, portable generators, pumps, heavy duty electric drills, core drill machine, and other such equipment.
22. Assisting in the installation of shoring and sheathing in excavations.
23. Utilizing telephone and mobile radio to transmit and receive information.

(REVISED - May 16, 1994)  
(GAS OPERATING DEPARTMENT)

66935

CLASSIFICATION: MECHANIC III

A. DUTIES: (Cont'd)

24. Assisting in setting up work area protection.
25. Operating power chain saws.
26. Reading gauges and changing charts.
27. Utilizing and reading tape lines, rulers, and other measuring devices.
28. Utilizing and evaluating results from electronic instruments such as curb box locators, pipe locators, cathodic protection instruments, oxygen indicators, insulphones, and/or meters, etc.
29. Locating, cleaning, raising, lowering, replacing lid, or other parts of curb box and/or test connection box.
30. Verifying service stop-cock for accessibility.
31. Preparing records, such as daily time reports, service stopcock accessibility report and vehicle maintenance requests, etc.
32. Obtaining corrosion control pipe-to-soil potential readings and completing field reports.
33. Operating lawn type tractors and other power mowing equipment and making minor repairs as required.
34. Performing work assignments in accordance with departmental instructions, procedures, policies, and standards.
35. Performing work assignments in a manner which will properly safeguard the public, employees, and property of others and the Company.
36. Training by performing various operations under the direction of more skilled personnel.
37. Instructing other employees in this or less skilled classifications to properly and safely perform their duties.
38. Performing other similar or less skilled work, as assigned.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have had six (6) months' mechanical aptitude work experience.
2. Must meet the required pre-employment test standards for this job classification.
3. Must demonstrate the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications.



(REVISED - May 16, 1994)  
(GAS OPERATING DEPARTMENT)

66935

CLASSIFICATION: MECHANIC III

B. QUALIFICATIONS: (Cont'd)

4. Must have a valid driver's license, be capable of driving pick-up trucks, utility vans, passenger vehicles, crew trucks, and dump trucks, and pass the Company's driver examination.  
Must be able to obtain a DOT Medical clearance within 6 months of employment.  
Must be able to obtain the Respirator Medical clearance within 6 months of employment.
4. Must have basic computer skills as well as knowledge of Microsoft Suite
5. Must be able to write and print legibly.
6. Must be willing to participate in Company training programs.
7. Must be able to read street maps and travel to dispatched locations.
8. Must have the physical stature and stamina to operate power driven hand tools; excavate and shovel earth, backfill materials, etc.; lift heavy construction objects, etc.
9. Must have a keen sense of smell and adequate hearing.
10. Must possess tact and a suitable personality for customer contact.
11. Must be capable of utilizing leak detectors, test pumps, gauges, and utility-type electronic equipment.
12. Must be capable of utilizing a telephone and mobile radio.
13. Must be capable of correctly and accurately using measuring devices, such as: tape lines, rulers, pipe calipers, etc.
15. Must be capable of reading gauges and changing charts.
16. Must be capable of utilizing and evaluating results from electronic equipment.
17. Must be capable and willing to render first aid, artificial resuscitation, etc.
18. Must be capable and willing to use fresh air masks and wear protective clothing.  
Operating a forklift truck to load and unload material and equipment.
19. Must meet all the qualifications for promotion after a minimum of 12 months.

DESIRED QUALIFICATIONS

1. Pursuing/Obtained a Associates or Bachelor's Degree

(REVISED - MAY 16, 1988)  
(GAS OPERATIONS) (GAS OPERATING  
DEPARTMENT) (CONSTRUCTION, MAINTENANCE  
AND SYSTEMS OPERATIONS DIVISION)

67016

CLASSIFICATION: MECHANIC OPERATOR III

A. DUTIES:

Under directive supervision, performs all the duties of a Mechanic III; and in addition, performs such duties as:

1. Operating chain-type digging or trenching equipment.
2. Operating track or wheel-mounted backhoes.
3. Operating truck-mounted cranes.
4. Lubricating the above equipment on an "as required" basis and performing minor maintenance and adjustments in the field as well as at the headquarters.
5. Inspecting the above equipment for proper operation and reporting any defects, malfunctions, or problems.
6. Checking all fluid levels daily (hydraulic, lubricating, fuel, cooling, etc.) on the above equipment and maintaining them in accordance with prescribed manuals.
7. Directing the work of other employees in this or less skilled classifications, when delegated.
8. Performing work assignments in accordance with departmental instructions, procedures, policies, and standards.
9. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the Company.
10. Training by performing various operations under the direction of more skilled personnel.
11. Instructing other employees in this or less skilled classifications to properly and safely perform their duties.
12. Performing other similar or less skilled work, as assigned.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; have all the qualifications of a Mechanic III; and, in addition:

1. Must have worked as a Mechanic III for one (1) year.
2. Must demonstrate the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications before entering this classification.
3. Must have an aptitude for operating and servicing minor equipment.
4. Must be able and willing to direct the work of other employees in this or less skilled classifications.

**(NEW ▯ APRIL 1, 2013) ▯ Revised November 2014**  
**(GAS OPERATIONS DEPARTMENT)**

**67019**

**CLASSIFICATION: APPRENTICE MECHANIC OPERATOR III**

**A. DUTIES:**

Under directive supervision performs such duties as:

1. Making temporary or permanent repairs on mains, services, stations, and other piping.
2. Making temporary or permanent repairs to other under structures as directed.
3. Tapping pressurized piping.
4. Measuring, cutting, and threading pipe.
5. Making up mechanical, threaded, compression, and other types of joints.
6. Sandblasting joints, pipes, fittings, structures, etc.
7. Installing and removing gas meters and/or connections, regulators and/or connections for all reasons, as directed, including flood, age changes, fire, explosion, etc.
8. Soldering copper joints and fittings with low or high temperature solder.
9. Installing prefabricated meter and regulator assemblies.
10. Pressure testing service and house lines.
11. Coating and wrapping pipe and fittings.
12. Assisting in the detection and analysis of gas leaks.
13. Assisting in the construction of concrete forms, bridging, barricading, etc.
14. Cleaning, inspecting, and repairing hand tools.
15. Rendering first aid, artificial resuscitation, etc.
16. Driving automotive equipment, such as: crew trucks, dump trucks, etc.
17. Towing air compressors, traffic controllers, backhoe trailers, tool carts, and other types of trailers.
18. Installing anodes and other cathodic protection devices.
19. Using and maintaining all types of respirators and protective clothing when required.
20. Operating and maintaining air compressors, pneumatic and hydraulic equipment and tools, portable generators, pumps, heavy duty electric drills, core drill machine, and other such equipment.

**(NEW ◻ APRIL 1, 2013) ◻ Revised November 2014**  
**(GAS OPERATIONS DEPARTMENT)**

**67019**

**CLASSIFICATION: APPRENTICE MECHANIC OPERATOR III**

**A. DUTIES: ◻ (Continued)**

21. Assisting in the installation of shoring and sheathing in excavations.
22. Utilizing communication devices to transmit and receive information.
23. Assisting in setting up work area protections.
24. Operating power chain saws.
25. Reading gauges and changing charts.
26. Utilizing and reading tape lines, rulers, and other measuring devices.
27. Utilizing and evaluating results from electronic instruments such as curb box locators, pipe locators, cathodic protection instruments, oxygen indicators, insulphones, and/or meters, etc.
28. Locating, cleaning, raising, lowering, replacing lid, or other parts of curb box and/or test connection box.
29. Verifying service stop-cock for accessibility.
30. Preparing records, such as daily time reports, service stopcock accessibility report and vehicle maintenance requests, etc.
31. Obtaining corrosion control pipe-to-soil potential readings and completing field reports.
32. Operating lawn type tractors and other power mowing equipment making minor repairs as required.
33. Performing work assignments in accordance with departmental instructions, procedures, policies, and standards.
34. Performing work assignments in a manner which will properly safeguard the public, employees, and property of others in the Company.
35. Training by performing various operations under the direction of more skilled personnel.
36. Instruction other employees in this or less skilled classifications to properly and safely perform their duties.
37. Performs other similar or less skilled work, as assigned.

**(NEW ◻ APRIL 1, 2013) ◻ Revised November 2014**  
**(GAS OPERATIONS DEPARTMENT)**

**67019**

**CLASSIFICATION: APPRENTICE MECHANIC OPERATOR III**

**B: QUALIFICATIONS:**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have had twelve (12) months' work experience in related utility experience or in the installation of utility distribution mains or services.
2. Must meet the required pre-employment test standards for this job classification.
3. Must demonstrate the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications.
4. Must have a valid driver's license.
5. Must obtain a Commercial Drivers License within 6 month and DOT Medical Card within 60 days.
6. Must be capable of driving pick-up trucks, utility vans, passenger vehicles, crew trucks, and dump trucks.
7. Must be able to write and print legibly.
8. Must be willing to participate in Company training programs.
9. Must be able to read street maps and travel to dispatched locations.
10. Must have the physical stature and stamina to operate power driven hand tools; excavate and shovel earth, backfill materials, etc.; lift heavy construction objects, etc.
11. Must have a keen sense of smell and adequate hearing.
12. Must possess tact and a suitable personality for customer contact.
13. Must be capable of utilizing lead detectors, test pumps, gauges, and utility-type electronic equipment.
14. Must be capable of utilizing communication devices.
15. Must be capable to correctly and accurately using measuring devices, such as: tape lines, rulers, pipe calipers, etc.
16. Must be capable of reading gauges and changing charts.
17. Must be capable of utilizing and evaluating results from electronic equipment.
18. Must be capable and willing to render first aid, artificial resuscitation, etc.

**(NEW □ APRIL 1, 2013) □ Revised November 2014**  
**(GAS OPERATIONS DEPARTMENT)**

**67019**

**CLASSIFICATION: APPRENTICE MECHANIC OPERATOR III**

**B: QUALIFICATIONS: - (Continued)**

19. Must be capable and willing to use fresh air masks and wear protective clothing.
20. Must be capable and willing to utilize computer bases systems for anyone hired after January 1, 2012.
21. Must meet all the qualifications for promotion to Mechanic III after a minimum of 22 months.

**(REVISED JANUARY 15, 2013)**  
**(GAS ENGINEERING DEPARTMENT)**

**67880**

**CLASSIFICATION:**            **Senior Gas Layout Technician**

**A. DUTIES:**

Under general supervision, located at various company facilities; performing standards based engineering related to MEAs, Joint Trench, Large Services and M&Rs, requiring individual action, judgment and decision, such as:

1. Sponsoring standards based engineering projects (i.e. MEAs, Joint Trench, Large Services and M&Rs) with minimal direction from Engineering Technologists/Engineers.
2. Assisting Engineering Technologists, Engineers, and others in other pipeline design work as requested.
3. Performing field investigations and inspections for the determination of location of facilities, interference with other structures, negotiations or facility construction for new business, system betterment, and construction ahead of public improvements.
4. Preparing various cost estimates, estimates for work order preparation and bills of material for coordination of purchasing, stores and construction, including the dates of construction for routine main installations, maintaining construction unit cost.
5. Determining scope of construction projects, selecting locations, materials and construction methods in accordance with codes, regulations, current industry practices, quality control, safety requirements and designs based on sound economic criteria.
6. Organizing meetings and representing Gas Engineering as it relates to standards based engineering projects at pre-construction meetings as may be required by city, state and county authorities, including decision making as required regarding new construction, adjustments and alterations to company facilities.
7. Designing gas facilities and determining pipeline routes on public and service right-of-ways.
8. Resolving job conflicts, error reports, and ensuring data integrity of the Company GIS system for self and others.
9. Checking, instructing, and assisting employees in this and lower classifications in their work and on standard practices and procedures as assigned.
10. Performing other similar or less skilled work as assigned.

**(REVISED JANUARY 15, 2013)**  
**(GAS ENGINEERING DEPARTMENT)**

**67880**

**CLASSIFICATION:**        **Senior Gas Layout Technician**

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have all the qualifications and have successfully performed the duties as a [ Gas Layout Technician] for a period of three (3) years, or equivalent.
2. Must have obtained a minimum of 40 semester credit hours from an accredited engineering college in subjects approved by the department.
3. Must demonstrate the ability to perform the duties of a [ Gas Layout Technician] through the medium of validated tests.
4. Must be able to coordinate and direct the activities of a work group and demonstrate the ability to work with other groups and departments.
5. Must have a thorough knowledge of Gas Operations] procedures and standards.
6. Must be willing to be subject to D.O.T. drug testing.



(New: March 09, 2015)  
(Gas Engineering Technical)  
(Job Code: 110684)

**CLASSIFICATION:**                    **Gas Marketing Specialist**

**A. DUTIES**

Under general supervision, provide technical expertise to answer questions and solve problems regarding acceptable materials for gas piping and construction practices from customers and their representatives such as builders, mechanical contractors, engineers and plumbers. Serve as the primary point of contact for customer questions regarding Gas Operations engineering design, work practices, and process status .

1. Serve as the point of contact to answer inquiries from customers, and their designated representatives such as builders, mechanical contractors and plumbers on a wide variety of topics in regards to natural gas service. Provide detailed information, consulting with engineering when necessary, regarding the availability of gas, including pressure and throughput available.
2. Explain company policies, procedures, service requirements, and charges. Work with customers to sign Gas Pressure Customer Agreements and other contracts such as for gas main extensions.
3. Review options with customers and approve the location and relocation of gas service and metering facilities for compliance with Company requirements as specified in the "Gas Installers Manual," building codes, federal and state regulatory requirements and other applicable authorities. Determine the need for approval by the local designated inspection agency and/or Duke Energy before authorizing the connection or re-connection of gas service.
4. Resolve construction of service and metering details with crew supervisors on matters not addressed on drawings, and make decisions in the field.
5. Obtain information necessary to complete Load Checks for engineering to design gas main installations. For large and complex installations, obtain guidance from Sr. Gas Marketing Specialist or Supervisor.
6. Prepare basic construction sketches, materials, and cost estimates. Communicate appropriate information to the gas department in order to size and issue appropriate metering equipment. Manage projects to coordinate customer timelines with Duke Energy capabilities.
7. Work with customers to complete their requests for gas service, including but not limited to service lines, metering equipment and main extensions. Work proactively to assess other potential customers to justify main extensions and work with gas engineering, other internal departments, and external contacts such as locate agencies to complete the design and installation.
8. Utilize various computer software, including but not limited to MS Office, GIS, and corporate mainframe programs as necessary to perform various functions of the job.
9. Assist as required in emergency situations.

(New: March 09, 2015)  
(Gas Engineering Technical)  
(Job Code: 110684)

**CLASSIFICATION:**                    **Gas Marketing Specialist**

10. Training new employees entering this job sequence; and training by assisting in jobs of higher classification.

**B. QUALIFICATIONS:**

1. Must have obtained a minimum of 45 semester credit hours from an accredited college in subjects approved by the department. Must continue education to complete Associates degree within 3 years.
2. Must have four (4) years of related work experience.
3. Demonstrated proficiency in oral and written communication skills
4. Demonstrated interpersonal skills with the ability to interact effectively with others and work in a team environment
5. Demonstrated self-motivation and skills to implement new, revised or improved processes, deliverables or products and services
6. Proficiency with Microsoft office applications, and demonstrated ability to learn new software
7. Ability to negotiate construction work sites in a safe manner

(New 2/22/2016)  
(Gas Engineering Technical)  
(Job Code: 111214)

**CLASSIFICATION: GAS CONTROLS SYSTEM TECHNICIAN**

**A. DUTIES**

Under general supervision with considerable opportunity for individual action, performs electrical controls work such as:

1. Uses Company safety practices and procedures.
2. Prepares and updates plans including P&IDs, sections, panel elevations, and basic wiring design in accordance with Company standards and industry codes.
3. Reads, interprets, and applies information from manufacturer's drawings, catalogs, and other applications in creating construction documents.
4. Prepares as-built drawings based on field observation or mark-ups received.
5. Creates construction documents including set-up, manipulation, scanning, merging, etc.
6. Checking with others for additional details or conditions as may be required to supplement sketches or technical information furnished.
7. Determines material requirements and prepares bills of material and requisitions from standardized listing of controls equipment.
8. Maintains familiarity with older controls designs and applications while adapting new technology.
9. Works with other staff and outside parties in a courteous and professional manner.
10. Provides direction to outside contractors as requested.
11. Participating in Company or Department training programs or other formal training.
12. Performs other similar or less skilled work, as assigned.

(New 2/22/2016)  
(Gas Engineering Technical)  
(Job Code: 111214)

**CLASSIFICATION: GAS CONTROLS SYSTEM TECHNICIAN**

**B. QUALIFICATIONS**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have at least two (2) years of experience in electrical controls drafting or design and have competency in:
  - a. CAD software packages and electrical/electronics symbology.
  - b. Power distribution; single-phase 120/240 VAC and 24VDC; including fuse and breaker sizing, wire size requirements.
  - c. Instrumentation control loops.
  - d. Ethernet topology and the basics of networking methods.
  - e. Analog and digital connections to field devices (instruments, etc.).
  - f. NEC and NFPA code requirements
2. Must have completed the equivalent of twenty (20) semester credits in an approved engineering/technical program as specified by the Department and be formally and satisfactorily continuing education at a recognized college in subjects specified by the Department or have earned a degree recognized by the Department.
3. Must Demonstrate the ability to perform the duties of Gas Controls System Technician through the medium of validated tests.
4. Must be willing to be subject to D.O.T. testing.

(REVISED - AUGUST 20, 1990)  
(ELECTRIC DISTRIBUTION  
ENGINEERING DEPARTMENT)

60035

CLASSIFICATION: ADMINISTRATIVE OFFICE CLERK

A DUTIES:

Under general supervision performs clerical work and other regular office duties in connection with engineering, construction, standards, operation and maintenance of the electric transmission and distribution systems; performs such duties as:

1. Reviewing and coding data and preparing records or reports on engineering, construction, service, installation and maintenance work operations.
2. Maintaining records of work orders, operations and maintenance accounts, materials, equipment, Joint Line references, certified electrical inspections, Map Drafting references, Right-of-Way releases, permits, service order, customer inquiries and all other items relating to work operations.
3. Processing drawings, sketches, Right-of-Way releases, permits, inspections, work orders, lists of material and other papers for transmittal within the department or to other departments.
4. Preparing payroll attendance summary sheets from daily time reports for weekly and semimonthly payrolls and checking for accuracy.
5. Receiving and acting upon calls by telephone or in person from contractors, customers, developers and electricians or other non-company personnel to supply them with information of a general or specific nature concerning electric service and service requirements.
6. Transmitting information to or from customers, vendors, other departments, other companies or governmental agencies and relaying information to proper personnel.
7. Receiving and acting upon departmental and intra-company calls and inquiries concerning electric service installations, service orders, purchase requisitions and/or orders for non-stock material and equipment, and contacting other department or vendors for information required.
8. Transcribing and typing a variety of correspondence, memoranda, reports and minutes of meetings.
9. Writing letters and handling matters of a confidential nature.
10. Using computer terminals or personal computer to enter or retrieve departmental record data, equipment and material data, interpreting information and making revisions or corrections as assigned.
11. Preparing material and purchase requisitions, receipts and processing customers' advance payments for electric line extensions or relocations.
12. Filing and maintaining records pertaining to electric line extensions, special contractual agreements, purchase requisitions, equipment records, service, maintenance and other items relating to work operations.
13. Keeping currently informed on policies and procedures pertaining to electric service.
14. Assisting engineers, supervisors, technical or clerical personnel by preparing estimates, work order requests, and equipment, material and vendor evaluations.
15. Driving a company vehicle, as assigned.

(REVISED - AUGUST 20, 1990)  
(ELECTRIC DISTRIBUTION ENGINEERING  
DEPARTMENT)

60035

CLASSIFICATION: ADMINISTRATIVE OFFICE CLERK

A. DUTIES: (Cont'd)

16. Instructing and assisting employees in this and lower job classifications in their work and on standard practices and procedures, as assigned.
17. Performing similar or less skilled work, as assigned.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and in addition:

1. Must have had at least two (2) years' experience as an Assistant Plant Records Clerk, Assistant Electric Operations Clerk, Electric Service Representative or Senior Stenographer in Electric operations.
2. Must be thoroughly versed in typing and other office procedures.
3. Must be tactful, courteous and professional in all contacts.
4. Must be trustworthy in handling confidential information and customer payments.
5. Must possess a working knowledge of Company operations.
6. Must be able to drive, have a valid driver's license and pass the company driver's examination.
7. Must have the ability to operate office equipment, including computer terminals and have a thorough knowledge of data entry and retrieval techniques including transaction codes, data formats and procedures associated with the equipment.
8. Must demonstrate the ability to perform the duties of this job through the medium of test given by the Human Resources Department.
9. Must pass an examination as specified by the Department for entrance into the grade of Administrative Office Clerk.
10. Must be neat, well mannered and cooperative.

(REVISED - MAY 16, 1994)  
(GAS OPERATIONS)

65702

CLASSIFICATION:            CONSTRUCTION ASSISTANT

A.    DUTIES:

Under directive or general directive supervision, within the limits of the employee's medical condition, performs gainful productive work commensurate with the employee's skill and training in Gas Operations functions.

1.       Performs any essential functions in the job classifications in which the employee has been trained and is medically able of performing.
2.       Performs other duties commensurate with their skills and abilities, within their medical limitations, after the successful completion of required training.

B.    QUALIFICATIONS:

1.       Must have worked in Gas Operations for one (1) year.
2.       Must be capable of performing enough essential job functions in order to be productive.

(REVISED - April 17, 1995)  
(GAS OPERATIONS)

65773

CLASSIFICATION: CORROSION TECHNICIAN A

**A. DUTIES:**

Under general supervision, with a work schedule covering days, nights, weekends and holidays, when conducting special corrosion control surveys and performing special tests, making electrical tests for corrosion control of pipelines and equipment, locating shorts and faults in the system, compiling necessary data, preparing reports and sketches; compiling necessary data, preparing reports and sketches; performing such duties as:

1. Analyzing data collected to determine appropriate remedial action of attention areas and interference problems.
2. Testing insulating joints and connections for effective isolation for other departments.
3. Installing, servicing and maintaining rectifier equipment associated with cathodic protection.
4. Installing, servicing and maintaining electrical bonds with customers, piping.
5. Inspecting coating on system piping and equipment to assure adequate corrosion protection.
6. Inspecting main and/or service line casings for proper insulation and protection.
7. Servicing and maintaining test equipment in good working condition.
8. Providing corrosion control services to other departments when required.
9. Assisting contractors and other outside sources when obtaining corrosion reads, such as river crossings, customers, piping, rectifiers, etc.
10. Directing the work of employees in this and other job classifications that are assigned to perform corrosion control services.
11. Training and instructing employees in this classification to properly and safely perform these duties.
12. Performing other similar or less skilled work as required.

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have all the qualifications and have successfully performed all the duties as a "Corrosion Technician B" for a period of two years.
2. Must have acquired an additional 18 core quarter credit hours above the entrance requirements of a "Corrosion Technician B" in electrical or electronic engineering technology from an accredited college in electrical courses, approved by the department management.
3. Must demonstrate the ability to perform the duties of a "Corrosion Technician A" through the medium of validated tests.
4. Must have successfully completed the required core training classes needed to enter this job classification.
5. Must be able to read and interpret gas operations maps and records.

(REVISED - April 17, 1995)



(GAS OPERATIONS)

65773

CLASSIFICATION:                    CORROSION TECHNICIAN A

B. QUALIFICATIONS: (Cont'd)

6.     Must be able to read electrical schematics.
7.     Must be capable of exercising good public relations with other utilities, contractors and auditors.
8.     Must have a thorough knowledge of company policies and departmental procedures.
9.     Must be willing to be subject to D.O.T. drug testing.

(NEW - April 17, 1995)  
(GAS OPERATIONS)

65774

CLASSIFICATION: CORROSION TECHNICIAN B

A. DUTIES:

Under general supervision, with a work schedule covering days, nights, weekends and holidays, when conducting special corrosion control surveys and performing special tests, making electrical tests for corrosion control of pipelines and equipment, locating shorts and faults in the system, compiling necessary data, preparing reports and sketches, with an emphasis on training to perform such duties as:

1. Accessing a main frame terminal and/or personal computer to research gas information and maintain job tracking data (i.e. CCMS).
2. Retrieving and correcting information obtained from CCMS for review as required, such as pipe-to-soil potentials, investigation and maintenance requests, etc.
3. obtaining corrosion control readings such as pipe-to-soil potentials, current requirements tests, anode outputs, I.R. drops, soil resistivity tests, interrupt a segment of pipe, and various other corrosion tests.
4. Using electronic equipment to locate contacts on mains with foreign utilities or structures.
5. Reading rectifier equipment associated with cathodic protection.
6. Measuring electrical bonds.
7. Testing main and/or service line casings for proper insulation and protection.
8. Calibrating and cleaning test equipment, installing batteries and performing minor repairs as needed.
9. Preparing corrosion reports and field sketches in a manner acceptable for entry into the corrosion control monitoring computer program (CCMS).
10. Performing tests and preparing installation records for reporting new main installations into the corrosion control monitoring computer program.
11. Completing investigation requests for the proper remedial action such as installation of anodes, test connections and other maintenance work as required for adequate cathodic protection.
12. Explaining regulations or requirements courteously and in an understandable manner with the emphasis on preserving and promoting good customer relations.
13. Training and instructing employees in this classification and other employees in less skilled classifications to properly and safely perform these duties.
14. Training by assisting in jobs of higher classifications.
15. Participating and successfully completing department and company approved corrosion courses.
16. Performing other similar or less skilled work as required.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have a high school education including high school algebra and chemistry or physics.

(NEW - April 17, 1995)  
(GAS OPERATIONS)

65774

CLASSIFICATION:            CORROSION TECHNICIAN B

A. QUALIFICATIONS: (Cont'd)

2.    Must have 6 core quarter credit hours in electrical or electronic engineering technology from an accredited college approved by department management.
3.    Must have successfully completed the required core training classes needed to enter this job classification.
4.    Must have an aptitude in technical work, particularly in the electrical areas. Must pass pre-employment test in this category.
5.    Must have a general knowledge of company policies and department procedures.
6.    Must be capable of making accurate and legible transcriptions of data.
7.    Must have a valid drivers license.
8.    Must have a good personal appearance and be free from any defects of sight, hearing or sense of smell.
9.    Must be capable of working well with others.
10.   Must be able to interact with external and/or internal customers in a pleasant, courteous, and tactful manner, and demonstrate the ability for handling personal contact with customers in a way that will insure good customer relations.

(NEW - OCTOBER 7, 1991)  
(CUSTOMER RELATIONS)  
(CUSTOMER BILLING AND COLLECTION DEPT)  
(CUSTOMER ACCOUNTING DIVISION)

60604

CLASSIFICATION: CUSTOMER RELATIONS CLERK "B"

A. DUTIES:

Under general supervision, on various work schedules, makes billing adjustments and revisions, provides billing information, works orders, and various other corrections to a customer's Master Record, performing such duties as:

1. Using equipment such as: video display terminals, computers, calculators, copiers, phones, microfiche, microfilm, and other similar equipment that may be needed in the performance of the employee's assignments
2. Maintaining various customer and Company files such as: Standard industrial codes, service deposits, meter file, SPIN files, private outdoor lights, special ledger files, unidentified cash book, and other similar files.
3. Entering and verifying, within prescribed limits, data pertaining to the customer's account to the Customer Service System, Special Ledger System and related systems.
4. Performing detail investigations and research such as: release of credit coupons to the customer, prior account transactions, billing adjustments, transferring of current and past due final accounts to active accounts, meters, and checking accuracy of rate, town, revenue class, and meter coding and then taking the necessary measures to correct the situation.
5. Explaining and applying Company policies and procedures, all government regulations as they relate to customer service standards.
6. Handling all assignments from other departments in such a way to further enhance our intended customer service standards.
7. Compiling data, maintaining records of job activities and preparing reports such as: standard industrial statistical reports, gas heating, posting analysis, daily, monthly, and annual reports, cash recoveries by collection agencies, budget reports, and customer statistics used in conjunction with the Population Report and the Community Statistical Report-
8. Initiating contact with government agencies and other departments to handle matters such as: obtaining information and records required to complete orders and requests.
9. Performing mathematical calculations and comparisons in accordance with established procedures designated by job assignment, either manually or computer-aided, to make adjustments, manually bill accounts, balance special ledger billing, and balancing accounts receivable records.
10. Assisting employees of other departments to interpret and explain billing adjustments and revisions made to the master Record, and advising them of the correct procedure for billing and working service orders.
11. Training other employees in this and lower classifications.
12. Assisting in the duties of higher classifications for training purposes-
13. Performing other similar or less skilled work.

(NEW - OCTOBER 7, 1991)

(CUSTOMER RELATIONS)  
(CUSTOMER BILLING AND COLLECTION DEPT)  
(CUSTOMER ACCOUNTING DIVISION)

60604

CLASSIFICATION: CUSTOMER RELATIONS CLERK "B"

B. OUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have all the qualifications and have successfully performed the duties required in your current job assignment that is within Customer Relations at the same job level for a period of one (1) year, or as a Customer Relations Representative "C" or as a Customer Relations Clerk "C" for a period of one and one-half (1 1/2) years.
2. Must have demonstrated the capacity for additional personal development and be willing to accept study assignments pertaining to the general field of customer relations.
3. Must have successfully completed the required core training classes needed to enter this job classification.
4. Must be able to operate the needed equipment for this job classification.
5. Must be able to interact with external and/or internal customers in a pleasant, courteous, and tactful manner, and demonstrate the ability for handling personal contact with customer in a way that will insure good customer relations.
6. Must demonstrate the ability to perform the duties of this job through the medium of tests.
7. Must possess an appreciation for the confidential nature of information encountered in the above duties and treat it accordingly.
8. Must have demonstrated the ability to perform work accurately and efficiently.
9. Must have effective communication skills.
10. Must be willing to accept special job assignments within or outside the current job assignment.
11. Must be willing to work irregular hours and/or overtime as needed.

ENTERPRISE ENGINEERING TECHNOLOGIST JOB MATRIX – Effective 1/1/2015 (APPLIES TO ALL ENTERPRISE GROUPS EXCEPT NUCLEAR)

Engineering Technologist I (Level 1) Job Code: 10530 which changes to 11030 on 3-3-19	Engineering Technologist II (Level 2) Job Code: 10536	Engineering Technologist III (Level 3) Job Code: 10538	Sr Engineering Technologist (Senior Engineering Technologist) Job Code: 105310	Lead Engineering Technologist (Level 5 - Promotion) Job Code: 110299
<p>This is the first level of the non-Engineer degreed technical support role job classification in the utility industry. Engineering Technologist I applies developing technical expertise to solve simple problems, and management skills to provide oversight of work in a specific area of expertise, with close supervision. Incumbents are expected to develop skills in their field of study, and the ability to work with some degree of independence.</p>	<p>This is the second level of the non-Engineer degreed technical support role job classification. Engineering Technologist II applies developing technical expertise to solve more complex problems and management skills to provide oversight and direction of work in a specific area of expertise, with some supervision. Incumbents are expected to develop advanced skills and the ability to work with an increasing degree of independence.</p>	<p>This is the third level of the non-Engineer degreed technical support role job classification. Engineering Technologist III provides technical expertise to solve more complex problems and leadership skills to provide oversight and direction of work in a specific area of expertise, with some supervision. Incumbents are expected to develop advanced skills and the ability to work with a high degree of independence.</p>	<p>This is the fourth level of the non-Engineer degreed technical support role job classification. Senior Engineering Technologist provides technical expertise to solve more complex problems, and leadership skills to manage work in a specific area of expertise, with minimal supervision. Incumbents are expected to develop advanced skills and to have the ability to work independently with increased latitude for unreviewed work.</p>	<p>This is the highest level of the non-Engineer degreed technical support role job classification in the utility industry. Lead Engineering Technologist provides technical expertise to solve the most complex problems, and leadership skills to manage work in a specific area of expertise, with minimal supervision. Incumbents are expected to have advanced skills and the ability to work independently.</p>
<p><b>With Close Supervision:</b>                  Applies technical expertise in the identification, analysis, and resolution of problems in area of expertise.                  Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities.                  Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches with some guidance.                  Conducts engineering and related studies.</p>	<p><b>With Some Supervision:</b>                  Applies technical expertise in the identification, analysis, and resolution of problems in area of expertise.                  Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities.                  Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches with some guidance.                  Conducts engineering and related studies.</p>	<p><b>With Some Supervision:</b>                  Provides deep technical expertise and guidance in the identification, analysis and resolution of problems in area of expertise.                  Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities.                  Independently prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches.                  Conducts engineering and related studies.</p>	<p><b>With Minimal Supervision and increased latitude for unreviewed work:</b>                  Provides subject matter expertise and guidance in the identification, analysis and resolution of problems in area of expertise.                  Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities of self and others.                  Independently prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches as well as craft recommendations for necessary actions.                  Conducts engineering and related studies. Incumbents are expected to engage in frequent communication with others and to implement changes as a result of field and recognize industry best practices.</p>	<p><b>With Minimal Supervision and ability to work independently as well as direct the work of others:</b>                  Provides subject matter expertise and guidance in the identification, analysis and resolution of problems. Requires full engagement with the industry and other utilities to consistently assess how Duke's program is structured and implementing best practices in area of expertise.                  Ensures accomplishment of business goals and objectives through effective leadership planning, organizing, estimating, scheduling and monitoring of work activities of self and others.                  Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches as well as craft recommendations for necessary actions.                  Conducts engineering and related studies. Incumbents are expected to engage in frequent communication with others and to implement changes as a result of field and recognize industry best practices.</p>
<p>Shrives to continually improve job-related, technical and professional knowledge, skills and performance.                  Develops positive working relationships to effectively coordinate work activities and conditions work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files.                  Supports the company's goals and represents the company positively and professionally.</p>	<p>Shrives to continually improve job-related, technical and professional knowledge, skills and performance.                  Develops positive working relationships to effectively coordinate work activities and conditions work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files.                  Supports the company's goals and represents the company positively and professionally.</p>	<p>Shrives to continually improve job-related, technical and professional knowledge, skills and performance.                  Develops positive working relationships to effectively coordinate work activities and conditions work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files.                  Supports the company's goals and represents the company positively and professionally.</p>	<p>Shrives to continually improve job-related, technical and professional knowledge, skills and performance.                  Develops positive working relationships to effectively coordinate work activities and conditions work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files.                  Supports the company's goals and represents the company positively and professionally.</p>	<p>Shrives to continually improve job-related, technical and professional knowledge, skills and performance.                  Develops positive working relationships to effectively coordinate work activities and conditions work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files.                  Supports the company's goals and represents the company positively and professionally.</p>
<p>Associate Degree in Engineering Technology (or equivalent), or 4+ years equivalent industry experience without a degree.</p>	<p>Shrives to graduate from a college or university with Bachelor of Science in Engineering Technology (or equivalent), or 6+ years of experience and Associate Degree in Engineering Technology (or equivalent), or 8+ years equivalent experience without a degree. Entry before described years of experience is based on management discretion over additional education obtained.</p>	<p>Shrives to graduate from a college or university with Bachelor of Science in Engineering Technology (or equivalent), or 8+ years of experience and Associate Degree in Engineering Technology (or equivalent), or 9+ years equivalent experience without a degree. Entry before described years of experience is based on management discretion over additional education obtained.</p>	<p>Shrives to graduate from a college or university with Bachelor of Science in Engineering Technology (or equivalent), or 8+ years of experience and Associate Degree in Engineering Technology (or equivalent), or 10+ years equivalent experience without a degree. Entry before described years of experience is based on management discretion over additional education obtained.</p>	<p>Minimum of either 10+ years experience and Bachelor of Science in Engineering Technology (or equivalent), or 11+ years of experience and Associate Degree in Engineering Technology (or equivalent), or 15+ years equivalent experience without a degree. Entry before described years of experience would include additional education and/or high performance at management discretion.</p>
<p>Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.                  Good written and oral communication skills.</p>	<p>Performance Expectations: "Fully Meets Expectations" or better in last APA rating.                  Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.                  Good written and oral communication skills.</p>	<p>Performance Expectations: "Fully Meets Expectations" or better in last APA rating.                  Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.                  Good written and oral communication skills.</p>	<p>Performance Expectations: "Fully Meets Expectations" or better in last APA rating.                  Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.                  Good written and oral communication skills.</p>	<p>Position premised on defined business need. Overings require job posting (not part of the benchmark standard firm in position progression).                  Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.                  Good written and oral communication skills.</p>
<p>Experience in the utility industry.                  Understanding of basic principles of project management.</p>	<p>Experience in the utility industry.                  Understanding of basic principles of project management.</p>	<p>Experience in the utility industry.                  Ability to effectively apply basic principles of project management.</p>	<p>Experience in the utility industry.                  Proficient in applying principles of project management.</p>	<p>Experience in the utility industry.                  Demonstrates skills applying leadership in the areas of technical project management, program oversight and/or governance.</p>

**Notes:**  
 1. Prerequisites for progression / promotion within the job sitting requires among performance at prior level.  
 2. Upon receipt of Professional Engineering Registration, Incumbents will be eligible for promotion into the Engineering hierarchy, providing strong performance exists in current classification.  
 3. Some groups (i.e. Dairymen Operations) may define the business need standard at the Sr Engineering Technologist level.

**(New) DUKE ENERGY JOB DESCRIPTION**

<b>Job Title: Technical Training Specialists -</b>	<b>(Job code 4836)</b>
<b>Business Unit/Department: Workforce Planning and Development (Learning Services)/Distribution Operations</b>	
<b>Reports To (Job Title): Learning Services Manager/General Manager Distribution Operations</b>	

**I. JOB SUMMARY: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

**Provide a brief overview of the purpose or function of the job. Why does this job exist?**

The incumbent is an SME/Leader for critical RCAs/Safety Investigations throughout DOS. Provides technical construction, maintenance and equipment training to T&D employees, EH&S, C&M Supervisors, C&M Specialists, TSSIs, C&M Management, Engineering/Design, Fleet Techs, Metering Techs, Grid Modernization, Distribution Operations, Gas Ops and contractors. This position is responsible for administration and completion of compliance training for employees within DOS organizations. Some to include: line techs, Supervisors, Resource Planners, Engineers, Transmission employees, Metering, Gas Ops, Distribution Operations and Fleet. Provides skill assessments of craft performers, and problem resolution for various craft processes. This position also assists local management in areas such as job site safety/training audits, and assisting in all necessary follow-up to audit findings. This position provides technical support, evaluation and feedback to craft performers, contractors, C&M leadership, Distribution Standards, Distribution Tools and Work Methods, and EH&S. Position must have the ability to plan, determine priorities, and prescribe the processes needed to achieve objectives within the framework of the organization's operating policies. Provides evaluations/testing of skills and knowledge required to progress through various apprenticeship programs.

**II. RESPONSIBILITIES AND DUTIES: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

Describe the major responsibilities and significant job duties required to successfully perform each responsibility. Indicate the approximate percentage of time spent on each responsibility during the year by order of overall importance or impact. Do not list occasional responsibilities taking less than 5% of time. The total should equal 100%.

% of Time Performed	Major responsibilities and specific job duties
30%	<p><b><i>Ensures adherence of compliance and skills training and assists in the implementation of Safety processes.</i></b></p> <ul style="list-style-type: none"> <li>• Assures adherence to compliance training calendar and performs subject matter training.</li> <li>• Supports the execution of Safety/Health Program, i.e. fall protection, pole top certification, switching and tagging electrical, rubber gloves, poles, FR clothing, live line tools, ladders, trenching/shoring cranes/hoists, CDLs, fire extinguishers, confined spaces, work zone, recordkeeping, hazardous communications, asbestos, lead, respirators, personal protective equipment, and blood borne pathogens.</li> <li>• Performs on site safety inspections on a periodic basis across zone to assess compliance.</li> <li>• Assist in the implementation of safety processes through training, safety and environmental improvement plans.</li> <li>• Supports safety and facility audits.</li> <li>• Gas Regulatory compliance/OQ (Operator Qualification)</li> <li>• Active role in Jurisdictional/Zone Safety councils and committees</li> </ul>
30%	<p><b><i>Communicate with and coach/train performers on technical issues to assure proper application of standards, policies, and procedures.</i></b></p> <ul style="list-style-type: none"> <li>• Provide classroom, hands-on and one-on-one training for technical issues.</li> <li>• Develop and deliver training related to Insulate &amp; Isolate to field employees.</li> <li>• Consulted for input when promoting performers through the training progression</li> <li>• Diagnose, analyze and resolve on-site issues regarding distribution standards design, construction and operation.</li> <li>• Assure that performers are qualified and remain qualified to do the assigned work.</li> </ul>

	<ul style="list-style-type: none"> <li>Develop and deliver training related to electrical underground and network systems. This also includes hands on training for underground equipment for troubleshooting.</li> </ul>
<u>25%</u>	<p><b><i>Provide leadership for change to assure continued improvement of processes and performers.</i></b></p> <ul style="list-style-type: none"> <li>Stays current on developing standards, technologies and processes by interacting with Company staff, continued improvement of personal skills, and thorough knowledge of existing technical standards and policies: including tools and equipment, compliance training, technical manuals, computer applications and data resources.</li> <li>Deploy new work processes and interacts with Distribution leadership to implement standardized work processes.</li> <li>Supports Human Performance and Corrective Action Programs by investigating, reviewing and communicating events, leading and participating in RCAs and implementation of corrective actions.</li> <li>Provides expertise and communication for cross jurisdictional peer teams (i.e. TSS peer review team, Best Practices team).</li> <li>Provides leadership and assistance with outage restoration activities.</li> <li>Prepares evaluation documentation for students and Supervisors at completion of promotional classes.</li> <li>Provides leadership to key utility organizations throughout the country. Some to include: SEE, IUOTA, International Lineman's Rodeo Committee, Kentucky Gas Association, ENSC (Cable Splicers) and Incident Prevention (IP).</li> </ul>
<u>15%</u>	<p><b><i>Performs individual skills assessments to assure continuous individual improvement and efficient execution of Distribution C&amp;M processes.</i></b></p> <ul style="list-style-type: none"> <li>Maintains knowledge of performer abilities, skills and performance and provides this information to Distribution C&amp;M leadership.</li> <li>Monitors contract compliance and assists C&amp;M leadership with grievance resolution, where applicable.</li> <li>Provides technical support for projects on a pre-construction, during construction, and post construction basis.</li> </ul>

**III. JOB QUALIFICATIONS: (COMPLETE THIS SECTION FOR ALL POSITIONS BELOW THE VICE PRESIDENT LEVEL)**

1. List the **required qualifications** for the job. Include what a new employee needs to successfully perform the required responsibilities and duties, such as:

Educational Background/Type of degree: High School, Associate, Bachelor, Master:	Minimum: High School Diploma
Years of prior equivalent work related experience in lieu of a degree (if applicable)	
Years of prior work related experience in addition to a degree:	Minimum of 5 years experience in Delivery Operations /Technical Training
Licenses, certifications or registrations:	<ul style="list-style-type: none"> <li>CDL/DOT certification</li> </ul>
Job-specific knowledge, skills or abilities ( <b>Basic qualifications</b> for the job):	<ul style="list-style-type: none"> <li>Knowledge and significant experience of distribution construction and maintenance.</li> <li>Demonstrated ability utilizing safety standards and procedures.</li> <li>Demonstrated strong interpersonal skills with ability to lead others through change.</li> <li>Self-directed</li> <li>Valid driver's license (CDL/DOT certification).</li> </ul>

<b>Desired qualifications</b> for the job, including work experience and education:	<ul style="list-style-type: none"> <li>Demonstrated experience implementing/managing union contracts</li> <li>Demonstrated ability diagnosing, analyzing and resolving technical design, construction and operation issues</li> <li>Possesses experience with various Distribution C&amp;M computer applications</li> <li>Demonstrated experience in effectively handling of employee issues</li> <li>Demonstrated ability utilizing proper application of tools and equipment</li> <li>Demonstrated ability to coach employees</li> <li>Demonstrated ability to climb utility poles</li> </ul>
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	<ul style="list-style-type: none"> <li>• Demonstrated ability to facilitate groups and presentation/ public speaking skills</li> <li>• Demonstrated effective verbal and written communications skills</li> <li>• Demonstrated ability to effectively communicate technical information</li> </ul>
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**IV. INTERFACES: (COMPLETE THIS SECTION FOR ALL POSITIONS AT THE MANAGER LEVEL AND BELOW)**

- To perform this job, there is a matrix/dotted-line working relationship with others in the following positions at Duke Energy:
  - C&M Zone Lead
  - Peer Technical Skills Specialists
  - C&M Supervisors
  - C&M Specialists
  - T&D Services
  - Distribution Operations
  - Resource Management
  - Engineering
  - Vegetation Management
  - Contractor Management
  - Distribution Operations
  - Transmission
  - Environmental, Health and Safety
  - Labor Relations
  - Human Relations
- To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations:

**V. NATURE OF THE JOB: (COMPLETE THIS SECTION FOR INDIVIDUAL CONTRIBUTOR POSITIONS ONLY)**

CHECK THE MOST APPROPRIATE ANSWER	Almost Always (> 95%)	Majority of time (51%-95%)	Occasional (6% - 50%)	Rarely or Never (0%- 5%)
1. Tasks are straight-forward, routine and often repetitive.			15%	
<ul style="list-style-type: none"> <li>• Example: Safety Audits, Deliver Training Provide classroom, hands-on and one-on-one training for technical issues.</li> <li>• <b>Consulted for input when promoting performers through the training progression</b></li> </ul>				
2. Tasks follow set guidelines or procedures.			15%	
<ul style="list-style-type: none"> <li>• Example: Safety Audits, Stays current on developing standards, technologies and processes by interacting with Company staff, continued improvement of personal skills, and thorough knowledge of existing technical standards and policies: including tools and equipment, compliance training, technical manuals, computer applications and data resources.</li> <li>• Deploy new work processes and interacts with Distribution leadership to implement standardized work processes.</li> </ul>				
3. Employee must compare alternative courses of action and make a decision after considering options.		75%		
<ul style="list-style-type: none"> <li>• Example: Researching safety procedures and work practices and rendering decisions and responses to employees Diagnose, analyze and resolve on-site issues regarding distribution standards design, construction and operation.</li> <li>• Assure that performers are qualified and remain qualified to do the assigned work.</li> </ul>				
4. Employee receives clear instructions from supervisor regarding what to do and how to do it.			10%	
Example: Oversight of training matrix, the TSS works with minimal supervision reports directly to the Zone General Manager. They have responsibility for scheduling, coordinating, and complete4d required compliance training for all Zone employees, developing agendas for annual safety fairs. They have responsibility for updates and changes to work procedures and standards with their matixed relationship with the training and tools/work methods organization.				
5. Employee has the authority to make significant choices and decisions, without specific guidance or direction from the supervisor.		80%		

Example: Coaching and feedback from field observations. Input and feedback on trainees and apprentices – how well are they progressing. Also, leading and participating in RCA's. They are tasked with creating new work procedures and reviewing old ones, they have a responsibility to create training programs, they are self sufficient and make on the fly decisions as priorities change, they are also tasked with filling in for supervisors.

DUKE ENERGY JOB DESCRIPTION MATRIX - ENGINEERING  
 FINAL - August 17, 2015

CONFIDENTIAL

Job Title	Progression	Progression	Progression (Career Level)	Progression	Promotion	Promotion
Duke Job Hierarchy: Engineering Business Unit/Department: Enterprise						
Effective Date: November 1, 2015						
Title: Job Code:	Engineer I 182208	Engineer II 182209	Senior Engineer 182210	Lead Engineer 182211	Principal Engineer 182212	
Job Summary:	<b>Broad overview of work type and complexity:</b> This is the entry level of the Engineering classification hierarchy. Employees at this level solve more complex problems in engineering areas of specialization with some supervision. They are expected to develop advanced skills and the ability to work with greater independence. They ultimately apply fundamental concepts and procedures to such that they can complete and defend proposals.	<b>Broad overview of work type and complexity:</b> This is the intermediate level of the Engineering classification hierarchy. Employees at this level solve more complex problems in engineering areas of specialization with minimal supervision. They are expected to develop advanced skills and the ability to work with greater independence. They ultimately apply fundamental concepts and procedures to such that they can complete and defend proposals.	<b>Broad overview of work type and complexity:</b> This is the intermediate level of the Engineering classification hierarchy. Employees at this level manage work in engineering areas of specialization, with minimal supervision. They are expected to develop advanced skills and the ability to work with greater independence. They ultimately apply fundamental concepts and procedures to such that they can complete and defend proposals.	<b>Broad overview of work type and complexity:</b> This is the advanced level of the Engineering classification hierarchy. Employees at this level manage work in engineering areas of specialization, with minimal supervision. They are expected to develop advanced skills and the ability to work with greater independence. They ultimately apply fundamental concepts and procedures to such that they can complete and defend proposals.	<b>Broad overview of work type and complexity:</b> This is the advanced level of the Engineering classification hierarchy. Employees at this level manage work in engineering areas of specialization, with minimal supervision. They are expected to develop advanced skills and the ability to work with greater independence. They ultimately apply fundamental concepts and procedures to such that they can complete and defend proposals.	<b>Broad overview of work type and complexity:</b> This is the advanced level of the Engineering classification hierarchy. Employees at this level manage work in engineering areas of specialization, with minimal supervision. They are expected to develop advanced skills and the ability to work with greater independence. They ultimately apply fundamental concepts and procedures to such that they can complete and defend proposals.
Duke 4. Responsibilities:	<b>Major areas at each level:</b> With direct supervision: - Analyze and synthesize technical information and data in the identification, analysis and resolution of complex problems in area of expertise. - Assist in the accomplishment of business goals and objectives through effective planning, organizing, executing, monitoring, reporting, and controlling activities, under the guidance of high-level employees. - Prepare thorough and accurate technical reports, correspondence, documentation, calculations and sketches associated with the resolution of complex technical problems. - Conduct basic engineering studies requiring full evaluation or synthesis. - Possess knowledge of fundamental concepts, processes and procedures.	<b>Major areas at each level:</b> With limited supervision: - Analyze and synthesize technical information and data in the identification, analysis and resolution of well-defined problems in area of expertise. - Contribute to team decision-making in the accomplishment of business goals and objectives through effective planning, organizing, executing, monitoring, reporting, and controlling activities, with minimal supervision. - Prepare thorough and accurate technical reports, correspondence, documentation, calculations and sketches related to well-defined problems and analysis of increasing scope and complexity. - Conduct engineering and related studies, projects and assignments that require the application of technical information and procedures. - Possess knowledge of fundamental concepts, processes and procedures.	<b>Major areas at each level:</b> With very limited supervision: - Analyze and synthesize technical information and data in the identification, analysis and resolution of problems in area of expertise and complexity. - Contribute to team decision-making in the accomplishment of business goals and objectives through effective planning, organizing, executing, monitoring, reporting, and controlling activities, with some input on major projects or department needs. - Prepare thorough and accurate technical reports, correspondence, documentation, calculations and sketches related to defined problems and analysis of increasing scope and complexity. - Conduct engineering and related studies, complete reports and assignments that require the application of technical information and procedures. - Possess and apply the fundamental concepts, processes and procedures necessary to handle assignments of increasing complexity.	<b>Major areas at each level:</b> With limited supervision: - Analyze and synthesize technical information and data in the identification, analysis and resolution of problems in area of expertise and complexity. - Contribute to team decision-making in the accomplishment of business goals and objectives through effective planning, organizing, executing, monitoring, reporting, and controlling activities, with some input on major projects or department needs. - Prepare thorough and accurate technical reports, correspondence, documentation, calculations and sketches related to defined problems and analysis of increasing scope and complexity. - Conduct engineering and related studies, complete reports and assignments that require the application of technical information and procedures. - Possess and apply the fundamental concepts, processes and procedures necessary to handle assignments of increasing complexity.	<b>Major areas at each level:</b> With direct supervision: - Analyze and synthesize technical information and data in the identification, analysis and resolution of complex problems in area of expertise and complexity. - Contribute to team decision-making in the accomplishment of business goals and objectives through effective planning, organizing, executing, monitoring, reporting, and controlling activities, with some input on major projects or department needs. - Prepare thorough and accurate technical reports, correspondence, documentation, calculations and sketches related to defined problems and analysis of increasing scope and complexity. - Conduct engineering and related studies with full evaluation or synthesis. - Possess and apply the fundamental concepts, processes and procedures necessary to handle assignments of increasing complexity.	<b>Major areas at each level:</b> With direct supervision: - Analyze and synthesize technical information and data in the identification, analysis and resolution of complex problems in area of expertise and complexity. - Contribute to team decision-making in the accomplishment of business goals and objectives through effective planning, organizing, executing, monitoring, reporting, and controlling activities, with some input on major projects or department needs. - Prepare thorough and accurate technical reports, correspondence, documentation, calculations and sketches related to defined problems and analysis of increasing scope and complexity. - Conduct engineering and related studies with full evaluation or synthesis. - Possess and apply the fundamental concepts, processes and procedures necessary to handle assignments of increasing complexity.
Duke 5. Required Qualifications:	<b>Education:</b> Bachelor of Science in Engineering from an ABET accredited institution. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	<b>Education:</b> Bachelor of Science in Engineering from an ABET accredited institution. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	<b>Education:</b> Bachelor of Science in Engineering from an ABET accredited institution. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	<b>Education:</b> Bachelor of Science in Engineering from an ABET accredited institution. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	<b>Education:</b> Bachelor of Science in Engineering from an ABET accredited institution. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	<b>Education:</b> Bachelor of Science in Engineering from an ABET accredited institution. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.

DUKE ENERGY JOB DESCRIPTION MATRIX - ENGINEERING  
 FINAL - August 17, 2015

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Years of prior equivalent work related experience in addition to a degree	No experience required	Minimum of 2 years of engineering experience. Experience must have been attained at a "Fully Meets" performance level	Minimum of 4 years engineering experience. Experience must have been attained at a "Fully Meets" performance level	Minimum of 6 years of engineering experience or 5 years of engineering experience with state registration as a Professional Engineer. Experience must have been attained at a "Fully Meets" performance level.	Minimum of 8 years of engineering experience. Experience must have been attained at a "Fully Meets" performance level	Minimum of 12 years of engineering experience. Experience must have been attained at a "Fully Meets" performance level
Licenses, certifications or registrations				Registration as a Professional Engineer may be required at the Senior level by some departments. (e.g. Transmission, Distribution, Gas Engineering)	Registration as a Professional Engineer may be required by some departments. (e.g. Transmission, Distribution, Gas Engg). Additional requirements in Nuclear include either Professional Engineer registration, a Masters Degree in a technical discipline, SRD certification, an RO or SRD license, or Technical Nuclear certification.	Registration as a Professional Engineer (applies to other Duke Energy departments not specifying registration at a lower level). Additional requirements in Nuclear include either Professional Engineer registration, a Masters Degree in a technical discipline, SRD certification, an RO or SRD license, or Technical Nuclear certification. Power Generation Operations may substitute an applicable PhD
Job-specific knowledge, skills or abilities	Understanding of basic engineering theories and principles.	Understanding of basic engineering theories and principles.	Demonstrated advanced application of engineering theories and principles.	Proficient in engineering theories and principles.	Skilled in engineering theories and principles.	An expert in engineering theories and principles in their field.
	Understanding of basic practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.	Understanding of basic practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.	Increasingly proficient in practices of researching engineering and design issues, evaluating alternatives, preparing and presenting recommendations.	Proficient in practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.	Skilled in the practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.	An expert in the practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.
	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.
	Good written and oral communication skills.	Good written and oral communication skills.	Good written and oral communication skills.	Good written and oral communication skills.	Good written and oral communication skills.	Excellent written and oral communication skills.
						Ability of seeing and emerging organizational technologies, issues, processes and practices.
						Demonstrated leadership within Duke Energy and in the industry.
Preferred Qualifications:	Additional but not essential education or experience	Additional but not essential education or experience	Additional but not essential education or experience	Additional but not essential education or experience	Additional but not essential education or experience	Additional but not essential education or experience
	Passing grade on the Engineering Fundamentals Exam	Passing grade on the Engineering Fundamentals Exam	Passing grade on the Engineering Fundamentals Exam, increasingly proficient in principles of project management.	Registered Professional Engineer	Registered Professional Engineer if not already required.	Skilled in principles of project management.
	Understanding of basic principles of project management.	Understanding of basic principles of project management.	Experience in the utility industry	Proficient in principles of project management	Skilled principles of project management.	Skilled in principles of project management.
	Experience in the utility industry	Experience in the utility industry	Department specific experience applicable to the hiring department.	Experience in the utility industry	Experience in the utility industry	Department specific experience applicable to the hiring department.
						Department specific experience applicable to the hiring department.
Working Conditions:	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.
Classification Control:						
<p>1. Use of Engineering titles should apply to employees performing engineering or engineering-related work for their lines of business; other degrees engineering employees should be classified into appropriate titles which define their work.</p> <p>2. Movement within the Engineering hierarchy shall be according to defined qualification criteria. The criteria takes into account knowledge, skills, abilities and performance as well as experience and time in position. Progression through the Hierarchy is based on individual performance and competency achievement as well as business needs and should not be viewed as an entitlement. Promotion within the Engineering hierarchy should only occur if the employee has a history of acceptable performance. Unacceptable performance should hinder progression through the hierarchy.</p> <p>3. Engineers in engineering titles should have an engineering degree from an ABET accredited program or PE.</p> <p>4. Employees with non-accredited ABET engineering degrees should be classified into the appropriate non-engineering title.</p> <p>5. Employees with Bachelor of Engineering Technology degrees should be reclassified into the Engineering Technologies hierarchy or appropriate non-engineering title.</p> <p>6. Engineers whose position required a PE and did not possess that qualification at the time of the 2013 Job Reorganization Project, but were performing the full scope of the assigned position may have been grandfathered into their job classification; these employees must obtain a PE before moving into other positions which require a PE.</p>						
<p><b>EEO Statement:</b></p> <p>Duke Energy is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, sex, pregnancy, origin, national origin, ancestry, citizenship, marital status, age, marital status, disability, genetic information, status as a Vietnam Era, disabled veteran, special disabled veteran, Armed Forces Service Member, veteran, spouse or other protected status.</p> <p>Duke Energy also complies with all applicable state, federal and local laws, regulations and ordinances prohibiting discrimination in places where Duke Energy operates.</p> <p>Disclaimers: The job description is not intended to be all-inclusive. Employees may perform other related duties to meet the ongoing needs of the organization.</p>						

Job Title: Gas Controller	Job Code: 52698
Job Family:	Location: 4 <sup>th</sup> & Main, Cincinnati, OH
Revision Date: July 2005	Exempt/Nonexempt: Exempt
Reports to: Supervisor, Gas Control	Direct Reports (Y/N): N

**POSITION OVERVIEW**

Under general supervision, the Gas Controller is responsible for the 24 hour/day, 365 day/year operation of the gas pipeline system, from high-pressure delivery at city-gate stations, through pressure regulating stations located throughout the pipeline system for delivery of natural gas to customers.

**DUTIES AND RESPONSIBILITIES**

- Use individual judgment and initiative to make decisions and take action to control gas pressures, flows, and odorization in order to assure continuous and reliable delivery of natural gas to customers; to assure the safe operation of the pipeline system for customers and employees; to assure conditions that will maintain the physical integrity of the pipeline system; to assure compliance with DOT regulatory requirements; and to do so in a cost effective manner.
- Monitor and analyze data, including but not limited to system alarms, and real-time gas pressure, flow, and odorization data reflecting current system status.
- Analyze current system conditions, with consideration for historical usage patterns and knowledge of the pipeline system, to determine, in advance, potentially developing system scenarios.
- Effectively communicate instructions to field personnel.
- Execute duties under emergency conditions and apply extensive system knowledge to develop solutions during unique situations.
- Continue to expand knowledge base and capability to perform all aspects of job in preparation for advancement to higher-level positions.

**MINIMUM REQUIREMENTS**

- Associate's Degree in Electrical or Electronic Engineering, Computer Science, or related technology; or related experience.
- Must pass requirements for Operator Qualification under DOT 192.801.
- Must be willing to work shifts to provide departmental service 24 hours/day, 365 days/ year, including weekends, holidays and evenings; typically includes but is not limited to rotating 12-hour and 8-hour shifts.

### **DESIRED REQUIREMENTS**

- Associate's Degree as noted above plus Gas Operations knowledge and experience.
- Working familiarity with computer software utilized to assess gas system performance, including but not limited to: intermediate-level spreadsheet skills such as charts and graphs; word processing; and keyboarding skills necessary to work with computerized control equipment and to analyze system performance data.
- Working familiarity with gas monitoring and telemetering equipment.
- Broad knowledge of the gas feeder line and distribution system; of maximum allowable operating pressures, as prescribed by DOT regulations, for various parts of the system; of the properties of natural and propane gases and odorants; and of electronic monitoring equipment utilized to capture system performance data.

### **DESIRED BEHAVIORS (COMPETENCIES)**

- Achievement Orientation
- Attention to Detail
- Communication
- Decision Making
- Innovation/ Continuous Improvement
- Planning and Organizing
- Team Player

### **ENVIRONMENT, PHYSICAL & OTHER REQUIREMENTS**

- Shift work required.

EEO Statement: Cinergy is an equal opportunity employer and will not discriminate against anyone on the basis of race, gender, age, color, religion, disability status, veteran status, sexual orientation, marital status, or ethnic, national, or Appalachian regional origin.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

(NEW ¶ May 2, 1994)  
GAS OPERATIONS)

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**CLASSIFICATION:      GAS DOCUMENT SPECIALIST**

**A. DUTIES:**

Under general supervision, maintains various gas record systems; performing the duties of a Gas Operations Administrator; and, in addition:

1. Maintaining accurate records to assure timely retrieval of field reporting.
2. Reviewing editing and analyzing completed field paperwork (i.e. JCFs, LIRs, 1194s, etc.) and reports to determine that drawings, material requisitions, and other associated paperwork are accurate, complete and in order for inventory, map updating, data entry and final processing.
3. Reviewing, analyzing and correcting completed gas system installations (i.e. MEA, STI, RPL, M&R, L/C, etc.) and associated paperwork (i.e. JCFS, LIRs, Permits, Test Charts, etc.) supplied by field personnel for inventory, map updating, data entry and final processing.
4. Preparing inventory forms for Plant Accounting to capitalize various gas system installations (i.e. mains, system stations, regulator, M&Rs, etc.) for betterments or abandonments.
5. Resolving questions and/or errors which have been identified that effect the accuracy of the Company's record system.
6. Communicating with field personnel either directly, by telephone, two-way radio or by other means of communication.
7. Directing the work of, and training of, employees in this and lower job classifications.
8. Coordinating the distribution and tracking of proposed gas system (i.e. MEA, STI, RPL, L/C, M&R, etc.) installation prints and associated documents (i.e. permits, utility protection requests, bill of materials, R/Ws, etc.) for construction and/or customer approval.
9. Assisting engineers in organizing and preparing job folders for construction and/or customer approvals.
10. Reserving issues and monitoring the flow of jobbing work orders for betterments, abandonments and reimbursements.

(NEW ¶ May 2, 1994)  
GAS OPERATIONS)

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**CLASSIFICATION:      GAS DOCUMENT SPECIALIST**

11. Performing calculation or cost verification of field related documents to assure accurate billing and proper accounting.
12. Preparing requests for re-distribution of charges to accounts or work orders.
13. Balancing material and reconciliations to apply appropriate charges to work orders and/or accounts via IMIS or green letters.
14. Coordinating, maintaining and updating various paving related programs, data base tables, and generating various reports.
15. Preparing and generating final paving restoration documents for the contractors.
16. Processing completed paving documents for payment of contractor invoices.
17. Maintaining accurate records for processing and payment of City of Cincinnati invoices.
18. Supplying information regarding gas flow, two-way feeds, and control valves.
19. Assuming, when directed to do so, direction of an assigned group in the absence of the supervisor.
20. Preparing, distributing and filing of Company records required to comply with Company, local, state and federal compliance programs.
21. Updating Gas Valve Inventory System from various field documents.
22. Obtaining necessary information required to evaluate customer inquiries.
23. Assisting and/or preparing the development and updating of job related procedures.
24. Assisting and/or presenting training programs for Gas Operations personnel and others.
25. Performing similar or less skilled work as assigned.

**B. QUALIFICATIONS:**



(NEW ¶ May 2, 1994)  
GAS OPERATIONS)

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**CLASSIFICATION:      GAS DOCUMENT SPECIALIST**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS;  
and, in addition:

1. Must have all the qualifications and have successfully performed the duties required of a Gas Operations Administrator for a period of three (3) years.
2. Must demonstrate the ability to perform the duties of Gas Document Specialist through the medium of validated tests.
3. Must have successfully completed the required core training classes needed to enter this job classification.
4. Must have a knowledge of Gas Operations procedures and standards.
5. Must be capable of directing the work of others as required.
6. Must be able to interact with external and/or internal customers in a pleasant, courteous, and tactful manner, and demonstrate the ability for handling personal contact with customers in a way that will insure good customer relations.
7. Must be willing to be subject to D.O.T. drug testing.

(NEW ▯ May 2, 1994)  
(GAS OPERATIONS)

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**CLASSIFICATION:      GAS OPERATIONS ADMINISTRATOR**

**A. DUTIES:**

Under general directive supervision, performs the duties of a Gas Document Administrator I, various clerical duties at Gas Operations Offices; assumes the responsibilities for maintaining various Gas Operations records; assists supervisors in the maintenance of efficient and proper office procedures; and, in addition, performing such duties as:

1. Checking time reported for accurate completion, including but not limited to: hours worked, overtime, vacation, sick, shift differential, work order or account numbers, municipal tax codes and vehicle use.
2. Transcribing time from individual and gang time sheets to the weekly and semi-monthly payroll attendance summaries, manually or via CRT terminals or personal computers (PC).
3. Preparing petty cash per company and department guidelines, and maintaining transaction records.
4. Answering inquiries regarding attendance and/or pay. Researching attendance and payroll records and preparing reports upon request (e.g. for grievances, vacation, negotiations, etc.)
5. Transferring, picking up, sorting and delivering weekly and semi-monthly pay checks to various headquarters.
6. Maintaining attendance, overtime and vehicle use records.
7. Assisting in the preparation of work, holiday and vacation schedules.
8. Initiating advance pay requests.
9. Maintaining timely and accurate records in the Work Management Information System computer program, and associated paperwork, including but not limited to: Job Control Forms, Leak Investigation Requests, 1194 forms, gas service orders and main installation jobs. Generating various reports based on these records.

(NEW 1 May 2, 1994)  
(GAS OPERATIONS)

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**CLASSIFICATION:      GAS OPERATIONS ADMINISTRATOR**

10. Checking vendor and contractor invoices for accuracy against receipts. Contacting employees, contractors and vendors to obtain information (e.g. item description, quantity, work order number, etc.) required to process for payment and charge to proper accounts or work orders.
11. Providing clerical control of purchase order requisitions and material received notices.
12. Assisting in preparing requests for redistribution of charges to accounts or work orders.
13. Calculating and maintaining daily statistical reports of the workload of field personnel at all headquarters (i.e. 11940s, CICOS orders, visuals, etc.).
14. Entering and accessing information in various computer programs (e.g. CCMS, GSI, IMIS, permits, meter shop programs, pipe condition, paving, street, index, utility protection records, regulatory compliance programs, etc.). Generating various reports based on these records.
15. Maintain records of heat tape installations.
16. Contacting various municipalities regarding faulty flues.
17. Answering questions of individuals regarding meter test and repair records and reports.
18. Assisting supervisors in following departmental policies and office procedures.
19. Performing basic typing for reports, record, forms, etc. utilizing the typewriter, personal computer or mainframe computer terminal.
20. Performing similar or less skilled work as assigned.

(NEW ¶ May 2, 1994)  
(GAS OPERATIONS)

829

**CLASSIFICATION:        GAS OPERATIONS ADMINISTRATOR**

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS;  
and, in addition:

1. Must have all the qualifications and have successfully performed the duties required of a Gas Transportation and Supply Administrator I or a Gas Document Administrator I for a period of two (2) years or a Senior Stenographer in Gas Operations for a period of one and one-half (1.5) years.
2. Must demonstrate the ability to perform the duties of a Gas Operations Administrator through the medium of validated tests.
3. Must have successfully completed the required core training classes needed to enter this job classification.
4. Must have knowledge of payroll practices.
5. Must have knowledge of bargaining unit contracts and Company benefits as they relate to salary.
6. Must have knowledge of the various phases of field work and associated paperwork completed by Gas Operations.
7. Must have a thorough knowledge of Work Orders and Account Numbers.
8. Must be able to effectively communicate, in writing and orally, with management, clerical and field personnel and the general public.
9. Must be capable of directing the work of others in same or lower classifications as required.
10. Must be a capable typist.
11. Must be willing to be subject to D.O.T. drug testing.

**DUKE ENERGY JOB DESCRIPTION**

<b>Job Title: Manager, Propane Plant &amp; Operations</b>	
<b>Job Code:</b>	<b>FLSA Status: (To be completed by HR)</b>
<b>Business Unit/Department: Pipeline Operations</b>	
<b>Work Location: Erlanger Propane Plant/East Works Propane Plant &amp; Cavern/Constance Cavern/LP03</b>	
<b>Reports To (Job Title): Director of Pipeline Operations</b>	
<b>Form Completed By: Adam Long</b>	<b>Date: 01/19/2018</b>

**I. JOB SUMMARY: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

Responsible for managing, directing and coordinating propane plant operations, propane pipeline operations and all associated personnel to ensure the safe, efficient and reliable delivery of natural gas and propane to customers in a cost effective manner. Responsible for maintenance, installation, construction, compliance, and operations of Duke Energy's propane plants, propane pipeline, and propane caverns in order to maintain the integrity of the gas system. Responsible for collaborating and coordinating with other departments, contractors, and individual customers to install, operate and maintain the propane assets in compliance with all local, state and federal regulations.

**II. RESPONSIBILITIES AND DUTIES: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

Describe the major responsibilities and significant job duties required to successfully perform each responsibility. Indicate the approximate percentage of time spent on each responsibility during the year by order of overall importance or impact. Do not list occasional responsibilities taking less than 5% of time. The total should equal 100%.

<b>% of Time Performed</b>	<b>Major responsibilities and specific job duties</b>
25%	Provides leadership in accomplishing goals and strategies for Gas Operations in support of corporate goals.
25%	Responsible for the safe and reliable maintenance and operation of Duke Energy's natural gas system.
20%	Directs, coordinates, and assists in staffing, training, development, evaluation and counseling of personnel within Propane Plant Operations.
10%	Prepares and manages operating budget for Propane Plant Operations.
10%	Develops and directs long-term and short-term strategies to accomplish goals and objectives while managing cost to meet regulatory requirements.
10%	Coordinates and plans work with public officials, contractors, and builders.

**III. JOB QUALIFICATIONS: (COMPLETE THIS SECTION FOR ALL POSITIONS BELOW THE VICE PRESIDENT LEVEL)**

- List the **required qualifications** for the job. Include what a new employee needs to successfully perform the required responsibilities and duties, such as:

Educational Background/Type of degree □ High School, Associate, Bachelor, Master:	Bachelor's degree in business, engineering, other technical field.
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	High School diploma/GED and ten years of energy related work experience
Years of prior work related experience in addition to a degree:	Five years of energy related work experience
Licenses, certifications or registrations:	HAZWOPER 40 Hour or equivalent

Job-specific knowledge, skills or abilities:	<p>Knowledge of electronic maintenance scheduling programs and documentation requirements</p> <p>Knowledge of Propane Plant equipment and procedures</p> <p>Must display strong orientation for safety and customer service</p> <p>Must have proven ability for proficient communication, leadership and conflict resolution</p> <p>Highly proficient in the use of technology and information systems, including PC applications, such as MS Access, Word, and Excel.</p> <p>Proven leadership, people, and analytical skills.</p> <p>Able to work under tight timelines, meet deadlines, and perform in stressful conditions.</p>
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2. List the **preferred qualifications** for the job. Include additional education and work experience that will help an employee do the job, but are not essential to successfully performing the required responsibilities and duties.

- Experience with using and creating work orders and asset documentation in the e-Maintenance Program
- Environmental experience with spills, reporting and remediation
- Bachelor's degree
- MBA or other graduate level degree or certification (e.g. Profession Engineer) from professional organization.
- Knowledge of Pipeline Operations practices
- Knowledge of the gas industry, the gas supply function and gas measurement methods.
- Knowledge of the Company's corporate financial/ accounting tools.
- ▢ Flexible and adaptable to new technologies and establishing new processes.
- ▢ Capable of leading in industry forums (AGA, KGA, OGA, AGA Supplemental Gas etc.)
- ▢ Strong communication skills
- ▢ Emergency planning skills
- ▢ Incident Command Training
- ▢ Experience with coordination and logistics

3. List the **working conditions** of the job (e.g., **environmental** - temperature, noise, office, plant, field; **physical** - lifting, prolonged sitting; **schedule** - shift, call-out, outage response, etc.).

- Valid driver license required for travel to Company facilities
- Occasional travel
- Overtime
- On call nights and weekends and heating season

**IV. ORGANIZATION: (COMPLETE THIS SECTION FOR ALL POSITIONS WITH AUTHORITY TO HIRE OR TERMINATE SUBORDINATES)**

List the job titles that report to the job being evaluated. Indicate the number of incumbents, the job title, reporting relationship (D for direct and I for indirect), and FLSA status (E for exempt and N for nonexempt). This should not include matrix/dotted-line working relationships.

# Incumbents	Job Title	Relationship	FLSA
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1	SUPV, PROPANE PLANT OPERATIONS	D	E
9	GAS PLANT OPERATORS	D	N

**V. INTERFACES: (COMPLETE THIS SECTION FOR ALL POSITIONS AT THE MANAGER LEVEL AND BELOW)**

- To perform this job, there is a matrix/dotted-line working relationship with others in the following positions at Duke Energy: Gas Control, System Asset Planning, Engineering, System Operations & Production, TIMP, Regulatory, Legal
- To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations:

**VI. NATURE OF THE JOB: (COMPLETE THIS SECTION FOR INDIVIDUAL CONTRIBUTOR POSITIONS ONLY)**

ENTER AN APPROXIMATE TIME PERCENTAGE FOR THE MOST APPROPRIATE ANSWER TO 1-5 BELOW	Almost Always (% >95%)	Majority (% from 51% to 95%)	Occasional (% from 6% to 50%)	Rarely or Never (% from 5% to 0%)
1. Tasks are straight-forward, routine and often repetitive. Example:			X	
2. Tasks follow set guidelines or procedures. Example:			X	
3. Employee must compare alternative courses of action and make a decision after considering options. Example:		X		
4. Employee receives clear instructions from supervisor regarding what to do and how to do it. Example:			X	
5. Employee has the authority to make significant choices and decisions, without specific guidance or direction from the supervisor. Example:		X		

**EEO Statement:**

*Duke Energy is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, sex, pregnancy, religion, national origin, ethnicity, citizenship, sexual orientation, age, marital status, disability, genetic information, status as a Vietnam Era, disabled veteran, special disabled veteran, Armed Forces Services Medal Veteran, recently separated or other protected veteran. Duke Energy also complies with all applicable state, federal and local laws, regulations and ordinances prohibiting discrimination in places where Duke Energy operates.*

**Disclaimer:**

*This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.*

(REVISED - JUNE 27, 1988)  
(GAS OPERATING DEPARTMENT)  
(PRODUCTION DIVISION) (GAS PLANTS SECTION)

66402

CLASSIFICATION: GAS PLANT OPERATOR I

A. DUTIES:

Under general directive supervision, performs all the duties of a Gas Plant Operator II and, in addition, performs such duties as:

1. Directing the operation of pressure controlling, measuring, pumping, vaporizing and propane-air mixing equipment.
2. Operating Gas Plant, by remote control of pumping, compressing and mixing equipment.
3. Controlling propane-air mixing equipment to supply a gas mixture of quality and thermal value compatible with load conditions.
4. Recognizing trouble on Gas Plant equipment and controls, and taking necessary steps to maintain proper and safe operation.
5. Controlling the storing and unloading of propane liquid and vapor.
6. Transmitting instructions, directions, or signals to other employees.
7. Notifying the Customer Service Division Gas Plant Operation.
8. Controlling gas flows and/or pressure in other stations by operating various supervisory remote control equipment to meet changing load conditions on own initiative, or as directed to do so by others.
9. Calculating gas flows and peak shaving percentages from meter indexes, from direct or remote reading orifice meter gauges, or from computer readouts.
10. Reporting operations of automatic controls, pressure or flow recording gauges and abrupt changes as shown by such gauges in the gas system.
11. Maintaining a register of station and plant operations, including gauge, meter and other readings, valve changes and unusual operating conditions.
12. Recognizing flow and pressure problems in the gas system, reporting such problems immediately and taking immediate and proper action to prevent interruption to the continuity of service and/or prevent an overpressure situation.
13. Operating odorization equipment to insure the correct concentration of odorant in the natural gas, carefully monitoring the operation to protect the public against leakage.
14. Reporting hourly plant operating results to other operators or to the Gas Controller.
15. Answering the telephone, or performing other incidental or occasional functions, as required.
16. Maintaining the security of the Stations, Plants and Properties under their responsibility and reporting to proper authorities any abnormal conditions or hazardous situations on or near plant property or equipment.
17. Changing recording instrument charts, performing various tests, adjustments and repairs to equipment.
18. Maintaining, repairing or overhauling any of the equipment installed in the plant, when assigned to such duties.



19. Operating and maintaining the automatically controlled natural gas heater.
20. Directing, participating in, and assuming responsibility for the completion of routine and non-routine work assigned and for the work of employees of equal or lower classifications.
21. Conducting assigned routine and non-routine work in a manner which will properly safeguard the public, employees, and property of others and the Company.
22. Training by performing various operations under direction of more skilled personnel.
23. Instructing other employees in equal or less skilled classifications to properly and safely perform their duties.
24. Performing other similar or less skilled work as assigned, particularly when not required for Gas Plant Operations.

**B. QUALIFICATIONS:**

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; all the qualifications of a Gas Plant Operator II; and, in addition:

1. Must have at least three (3) years' experience as a Gas Plant Operator II.
2. Must have acquired knowledge of gas distributing practices, standards of pressure and practical mechanical problems of operating propane mixing equipment, heating value recorders, valves, regulators, and orifice gauges.
3. Must have a thorough knowledge of all gas, steam and water lines, valves, and regulators for which the operator is responsible.
4. Must be familiar with the causes of gas pressure problems, such as overpressure and/or underpressure, and the methods of correcting such problems.
5. Must have thorough knowledge of maximum and minimum pressure requirements, minimum flow requirements and capabilities for stations and equipment for which the operator is responsible.
6. Must have and maintain high pressure Boiler Operator's license in the State of Ohio.
7. Must be able to receive and transmit orders and instructions in such a manner as to inspire respect and confidence of associates.
8. Must possess calm judgement and be willing to act on it in emergencies.
9. Must be able and willing to direct and assume the responsibility for the work of others of equal or lower classifications.
10. Must be able to add, subtract, multiply and divide quickly and accurately and must be able to use a slide rule, and/or calculator accurately.
11. Must have demonstrated the ability to perform the duties of this job, through the medium of tests designed for measuring individual qualifications before entering this classification.

(REVISED - November 19, 1990)  
(GAS OPERATIONS) (GAS OPERATING  
DEPARTMENT) (CONSTRUCTION, MAINTENANCE &  
SYSTEMS OPERATIONS DIVISION)

66415

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC I

A. DUTIES:

Under general directive supervision, performs all the duties of a Gas Systems Operations Mechanic II; and in addition performs such duties as:

1. Directing, performing and assuming responsibility for the completion of non-routine work assignments in accordance with departmental instructions, procedures, policies and standards.
2. Making pressure checks in areas of reported complaints, locating the low point, and if possible, make necessary changes to correct the situation.
3. Making periodic inspections of all station equipment; handling repairs and adjustments as necessary.
4. Operating gas systems and making changes as required for main construction or repairs on any of the distribution or feeder line facilities.
5. Maintaining field records, such as system feeder and I.P. maps, district regulator prints and system station drawings, branch service drawings and pressure customer listings, on a system wide basis.
6. Instructing employees in this and lower classifications to properly and safely perform their duties in all phases of pressure regulation, system operations and control.
7. Transmitting instructions, directions and communications to other employees of the Gas Department in regard to pressure regulation, systems operations and control.
8. Checking equipment at purchase gas stations for proper functions.
9. Calculating gas flows from meter indexes or from orifice meter gauges.
10. Directing the work of and assuming responsibility for other employees in this or lower classifications, when delegated.
11. Training by performing various operations under the direction of more skilled personnel.
12. Performing work assignments in a manner which properly safeguards the public, employees and property of others and the Company.
13. Preparing for planned pipeline shutdowns by checking facilities and obtaining all by-pass materials, tools and equipment necessary, in advance, to allow for an efficient pipeline shutdown.
14. Testing all new types of regulators, relief valves, etc. and preparing reports based on results.
15. Maintaining list of parts for all types of regulators, relief valves, etc. and informing supervisor of material needed from outside vendors.
16. Performing other similar or less skilled work as assigned.

(GAS OPERATING DEPARTMENT) (CONSTRUCTION,  
MAINTENANCE & SYSTEMS OPERATIONS  
DIVISION)

66415

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC I

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have worked as Gas Systems Operations Mechanic II for five (5) years.
2. Must be dependable and accurate when working alone.
3. Must be able and willing to direct and instruct other employees assigned to the crew.
4. Must have a general knowledge of gas distribution and transmission practices, standards of distribution and utilization pressures and must understand the danger inherent in low or high (excessive) gas pressures on distribution lines on customers' (residential, commercial and industrial) appliances. Must, under above provision, understand and guard against the failure of pressure regulating or relieving devices controlling supply of gas to any customer.
5. Must be able to read maps and drawings, such as system feeder and I.P. maps, station prints and single line diagrams and perform work assignments in accord with accepted standards and procedures.
6. Must demonstrate the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications before entering this classification.

(REVISED -June 15, 1992)  
(GAS OPERATING DEPARTMENT)

66416

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC II

A. DUTIES:

Under general directive supervision, performs all the duties of a Gas System Operations Mechanic III, and in addition, performs such duties as:

1. Directing, performing, and assuming responsibility for the completion of the more complex mechanical work required in removing, installing, operating and maintaining various types of gas regulating facilities including pilot controlled regulators, pressure monitoring regulators, override controls, shutoff valves, pressure relieving devices, bidirectional regulators, and monitor-override installations.
2. Installing, operating and maintaining first stage regulators, pressure relieving devices and monitor override devices on customer services with piping greater than two inches in diameter.
3. Installing regulators, relief valves, and associated piping at systems stations and district regulators.
4. By-passing regulators, including the installation of temporary by-passes, and manually controlling pressure by throttling valves, maintaining gas service to sections of the system, or to large industrial customers.
5. Taking pressure readings and making adjustments on pressure regulating equipment, when necessary to maintain a prescribed pressure in the gas system and on customers' premises during periods of main replacements or repairs, or during heavy load conditions in very cold weathers.
6. Throttling pressure in feeder or distribution lines during emergencies and periods of construction and maintenance.
7. Operating air movers during pipeline outages, maintaining a safe atmosphere within the pipe for in place welding and cutting on the pipeline.
8. Purging gas mains into or out of service making sure of the purity of the purge, avoiding mixtures that could be hazardous.
9. Lighting ordinary types of gas appliances.
10. Installing and removing recording gauges, checking them for accuracy and making the necessary corrections and calibrations to assure an accurate record.
11. Lighting, adjusting and performing maintenance of high pressure natural gas heaters, maintaining a prescribed station outlet gas temperature to avoid freezing problems inherent with pressure reducing stations.
12. Directing, participating in and assuming responsibility for completion of routine work assigned and for the work of employees of the same or lower classifications when delegated.
13. Preparing records and reports, as required.
14. Performing the more difficult field repairs to system valves under pressure, repairing leaks, etc.
15. Repairing and servicing power equipment used by the Systems Operations crews, i.e., water pumps, air blowers and lawn mowers.

(REVISED - June 15, 1992)  
(GAS OPERATING DEPARTMENT)

66416

CLASSIFICATION:    GAS SYSTEMS OPERATIONS MECHANIC II

A. DUTIES: (Cont'd)

16. Reading, checking and correcting job related drawings and sketches pertaining to the installation and maintenance of system stations and district regulators, and making field sketches as required.
17. Contacting industrial and commercial customers prior to working on the service regulator on the customers premises.
18. Utilizing electronic instruments, such as pipe locators, oxygen analyzers, Gas-scopes, curb box locators, etc., and evaluating results obtained.
19. Performing work assignments in accordance with departmental instructions, procedures, policies, and standards.
20. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the Company.
21. Instructing other employees in this or lower classifications to properly and safely perform their duties.
22. Training by performing various operations under the direction of more skilled personnel.
23. Performing other similar or less skilled work as assigned.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; have all the qualifications of a Gas Systems Operations Mechanic III; and, in addition:

1. Must have worked as a Gas Systems Operations Mechanic III for two and one half (2 1/2) years.
2. Must demonstrate the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications before entering this classification.
3. Must be able and willing to direct the work of other employees in this or less skilled classifications.
4. Must be able to read and interpret drawings and sketches.
5. Must be able to make clear and legible written records and sketches of work operations.
6. Must have a cooperative temperament and be able to receive and transmit orders and/or instructions in such a manner as to obtain the cooperation of assigned employees.
7. Must understand the dangers inherent in entering and working in underground vaults, pits and other confined spaces, and be able to use and understand the equipment for monitoring and controlling the confined spaces atmosphere.
8. Must have a knowledge of the working principles of gas regulators, and auxiliary equipment.
9. Must possess calm judgment and be willing to act on it in emergencies.

(REVISED - MAY 16, 1988)  
(GAS OPERATIONS) (GAS OPERATING  
DEPARTMENT) (CONSTRUCTION, MAINTENANCE  
AND SYSTEMS OPERATIONS DIVISION)

66417

CLASSIFICATION:            GAS SYSTEMS OPERATIONS MECHANIC III

A.    DUTIES:

Under general directive supervision, patrols system transmission lines and feeder mains, locates and marks gas mains, locates and maintains system valves, maintains system stations and district regulators; performing such duties as:

1. Patrolling transmission lines and feeder mains on a regular schedule and as assigned, and reporting leaks, possible leaks, exposed mains, washouts, landslides, possible encroachment and/or construction activity on or near Company rights-of-way.
2. Locating gas mains by using electronic or other approved equipment and methods.
3. Locating and inspecting system valves and valve boxes to assure accessibility and proper operation, maintaining records of inspection, performing minor maintenance and leak repairs, and reporting any corrections to be made.
4. Installing and maintaining pipeline markers and fence stiles, as required.
5. Inspecting construction areas on or near pipeline rights-of-way and reporting conditions to Company Supervisors, and maintaining liaison with Contractor representatives.
6. Reading and changing pressure and measurement recording charts, including multiple pen recorders, inking pens, maintaining chart drives (recording time, dates and index readings), exercising due regard for the care and accuracy required in handling of measurement documents, and the immediate reporting of any corrections to be made.
7. Loading and unloading automatic measurement chart changers.
8. Checking and maintaining district regulator stations and system stations, including painting, cleaning, snow removal, pumping pits, etc.
9. Clearing and maintaining system properties and pipeline rights-of-way, as required.
10. Inspecting the work of Contractors hired to maintain pipeline rights-of-way.
11. Preparing records and reports, as required.
12. Reading and performing work assignments in accordance with job related drawings and sketches.
13. Operating lawn type tractors and other power mowing equipment, and making minor repairs as required.
14. Directing the work of other employees in equal or lower classifications, when delegated.
15. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the Company.
16. Training by performing various operations under the direction of more skilled personnel.
17. Instructing other employees in equal or lower classifications to properly and safely perform their duties.

(REVISED - MAY 16, 1988)  
(GAS OPERATIONS) (GAS OPERATING  
DEPARTMENT) (CONSTRUCTION, MAINTENANCE  
AND SYSTEMS OPERATIONS DIVISION)

66417

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC III

A. DUTIES: (Cont'd)

18. Performing other similar or less skilled work, as assigned.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; have all the qualifications of a Mechanic III and, in addition:

1. Must have worked as a Mechanic III for one (1) year.
2. Must demonstrate the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications before entering this classification.
3. Must have a knowledge of pressure measuring devices and their uses.
4. Must be able to use and understand oxygen deficiency and gas leak detecting equipment.
5. Must be able to use main detecting and curb box locating equipment.
6. Must be capable of operating and servicing power equipment, such as lawn type tractors, lawn mowers and other power equipment.
7. Must possess tact and suitable personality for contact with the Company's customers.
8. Must have a good personal appearance and be free from any defects in sight, hearing or sense of smell.
9. Must be willing and able to perform these duties on "standard, medium, and high pressure" systems.
10. Must be able and willing to direct the work of other employees in this or less skilled classifications.
11. Must be willing to work at any hour when called upon.

(REVISED - NOVEMBER 19, 1990)  
(GAS OPERATIONS) (GAS OPERATING  
DEPARTMENT) (CONSTRUCTION, MAINTENANCE  
& SYSTEMS OPERATIONS DIVISION)

66509

CLASSIFICATION: INSPECTING MECHANIC

A. DUTIES:

Under general directive supervision, with some latitude for independent judgment, performs those duties necessary to protect the Company's interest relating to others engaged in construction activities which might adversely affect the Company's gas facilities; and in addition, performs such duties as:

1. Locating and marking gas facilities for others with paint, stakes or other devices to prevent damage to the gas system.
2. Providing others with pertinent information regarding the gas system.
3. Regularly checking the operations of others engaged in the installation of sewers, water lines, telephone conduits, highways, sidewalks, etc., to prevent damage to the gas system.
4. Requiring others to comply with all applicable governmental laws, ordinances, rules and regulations that affect the integrity of the gas system and reporting violations to the appropriate Supervisor.
5. Correcting observed inaccuracies in field drawings of the gas system, in a complete and accurate manner.
6. Reporting damage of gas facilities by others to Supervision and making detailed reports of incidents as required.
7. Investigating minor claims from the general public and reporting the investigation results to Supervision for final disposition.
8. Attending pre-construction meetings with contractors, city and state officials and others engaged in construction activities.
9. Making minor repairs and adjustments to electronic equipment used in the locating of underground utilities.
10. Operating microfiche and other type record equipment.
11. Preparing detailed permit application drawings as required.
12. Inspecting and approving Company Contractor completed restoration.
13. Inspecting specific ground movement areas for the purpose of protecting and maintaining the integrity of gas facilities.
14. Inspecting exposed gas piping on bridges, culverts, etc. for the purpose of identifying and recommending correction requirements to Supervision.
15. Preinspecting planned work sites to determine if special safety controls for construction scheduling requirements are necessary and reporting findings to Supervision.
16. Assisting Supervision in notifying customers of Company planned construction and/or maintenance work activities at their premises.

(REVISED - NOVEMBER 19, 1990)



(GAS OPERATIONS) (GAS OPERATING  
DEPARTMENT) (CONSTRUCTION, MAINTENANCE  
& SYSTEMS OPERATIONS DIVISION)

66509

CLASSIFICATION: INSPECTING MECHANIC

A. DUTIES: (Cont'd)

17. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the Company.
18. Directing the work of other employees in this or less skilled classifications, when delegated.
19. Training by performing various operations under the direction of more skilled personnel.
20. Instructing other employees in this or less skilled classifications to properly and safely perform their duties.
21. Performing other similar or less skilled work, as assigned.
22. Observing and recording details and making all necessary inspections of work performed by Company contractors to assure compliance with the contract and specifications.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; have all the qualifications of a Mechanic Operator I, and, in addition:

1. Must have worked as a Mechanic Operator I for two (2) years.
2. Must be capable of interpreting complex and detailed construction drawings.
3. Must be capable of preparing detailed permit drawings.
4. Must be capable of preparing detailed and accurate reports.
5. Must be capable of exercising independent judgment and obtaining cooperation of contractors and others.
6. Must be capable of exercising good public relations with customers, public officials, and the general public.
7. Must demonstrate ability to perform duties of this job through the medium of tests designed for measuring individual qualifications before entering the classification.
8. Must be able and willing to direct the work of other employees in this or less skilled classification.

(REVISED - April 17, 1995)  
(GAS SUPPLY DEPARTMENT)

66525

CLASSIFICATIONS:                    INSTRUMENT REPAIR TECHNICIAN

A.    DUTIES:

Under directive supervision, troubleshoots and repairs electronic equipment used by the Gas Operating Department; maintains inventories of instrument supplies and replacement parts; performing such duties as:

1.     Installing Plant Accounting tags, recording new equipment before distribution for use; removing Plant Accounting tags, records and completing equipment retirement forms before equipment is discarded.
2.     Testing the operation and calibration of instruments such as combustible gas indicators, metal detectors, main locators, flame ionization leak detectors, pipe to soil potentiometers, and holiday detectors, performs the necessary repairs to keep this equipment in good operating condition.
3.     Testing the calibration of pressure and temperature recording gauge's and indicating gauges.
4.     Repairing and adjusting equipment, instruments and gauges.
5.     Completing the proper repair and calibration forms accurately and entering these repairs into a database file.
6.     Maintaining sufficient inventories of instrument supplies and replacement parts.
7.     Preparing material requisitions and purchase requisitions as needed.
8.     Checking material received from vendors for damage and amounts received.
9.     Pick up and delivery of instruments from various headquarters as required.
10.    Assisting control technicians in the performance of their duties, as required.
11.    Calculating the amount of odorant and making odorant injections when required.
12.    Making odorometer tests throughout the gas system to determine the level of odorization.
13.    Participating in Company or department training programs or other formal training.
14.    Training by assisting in jobs of a higher classification.
15.    Performing other similar or less skilled work, as assigned.

B.    QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1.     Must have an Associate Degree from an accredited engineering college in electrical or electronic engineering technology's, or have attained 60 quarter credits in required core subject from a recognized college of engineering.
2.     Must formally continue education at the college level in electrical or electronic engineering technology, or have obtained the credit requirements of the next level position.
3.     Must be able to read blueprints, electrical and electronic schematic diagrams.
4.     Must be familiar with and be willing to practice safety requirements that apply to these job duties.

(REVISED - April 17, 1995)  
(GAS SUPPLY DEPARTMENT)

66525

CLASSIFICATIONS: INSTRUMENT REPAIR TECHNICIAN

**B. QUALIFICATIONS: (Cont'd)**

5. Must be willing to work at any hour when called upon.
6. Must be courteous and be able to communicate with employees from other departments, manufacturers's representatives and the general public.
7. Must have a valid driver's license.
8. Must have a good personal appearance and be free from any defects of sight, hearing or sense of smell.
9. Must be able to move a heavy odorant cylinder or test gas cylinder with appropriate moving dolly.
10. Must be dependable and accurate when working alone.

**DUKE ENERGY JOB DESCRIPTION**

<b>Job Title: Lead, Gas Resources</b>	
<b>Job Code:</b> (Add if existing, new codes to be completed by HR)	<b>FLSA Status:</b> (To be completed by HR)
<b>Business Unit/Department: Gas Operations</b>	
<b>Work Location: 4<sup>th</sup> &amp; Main</b>	
<b>Reports To (Job Title): Dir, Gas Customer Operations</b>	
<b>Form Completed By: Smlley/Whitlock</b>	<b>Date:</b> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/>

**I. JOB SUMMARY: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

Under general supervision, with wide latitude for independent action, leads all functions associated with Duke Energy's gas supply planning, procurement, gas cost recovery and city gate operations.

**II. RESPONSIBILITIES AND DUTIES: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

- Describe the major responsibilities and significant job duties required to successfully perform each responsibility. Indicate the approximate percentage of time spent on each responsibility during the year by order of overall importance or impact. Do not list occasional responsibilities taking less than 5% of time. The time percentage may not add up to exactly 100% due to rounding, or time expended on "minor" duties that may not be listed. Do not exceed 100%.

<b>% of Time Performed</b>	<b>Major responsibilities and specific job duties</b>
20%	Develop and implement long-term and short-term supply strategies, including the natural gas hedging program. Responsible for the procurement of natural gas supply and pipeline transportation for the regulated gas companies, including origination and procurement activities with interstate pipeline companies and natural gas production/marketing companies.
20%	Take action to implement gas supply decisions, using judgment to interpret market conditions as being in concert with decisions made. Negotiate and prepare contracts, agreements, and re-sales with third-party gas suppliers interstate pipelines and consumers.
20%	Coordinate Company's involvement in the PUCO mandated audit of the gas procurement function, including preparation of all interrogatories and data requests.
20%	Coordinate the procurement of an Asset Manager for regulated companies, including but not limited to negotiation of the Asset Management Agreement. Coordinate regulated gas activities with FERC and PUCs, including but not limited to monitoring and analyzing activities of regulatory agencies; preparing filings, interventions, protests and comments in regulatory proceedings; and representing gas issues and positions in settlement negotiations and meetings.
20%	Directs the administration and operation of KO Transmission, Duke Energy's subsidiary interstate pipeline, including all filings with FERC, invoicing customers and maintaining the website to conform to standards set by NAESB.

**III. JOB QUALIFICATIONS: (COMPLETE THIS SECTION FOR ALL POSITIONS BELOW THE VICE PRESIDENT LEVEL)**

- List the **basic/required qualifications** for the job. Basic / required qualifications must meet the following criteria.

- Non-comparative (e.g. three years' experience in a particular position, rather than a comparative requirement such as being one of the top five among the candidates in years of experience)
- Objective (e.g. a Bachelor's degree in accounting, but not a technical degree from a "good school")
- Job-related (Relevant to performance of the particular position)

You must be able to determine if someone meets the basic / required qualifications for a position by simply reviewing that individual's application or resume. Include what a new employee needs to successfully perform the required responsibilities and duties, such as:

Educational Background/Type of degree □ High School, Associate, Bachelor, Master:	Bachelor's degree in business, statistics, finance, accounting or related field.
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	
Years of prior work related experience in addition to a degree:	10 years experience in gas supply/ transportation field.
Licenses, certifications or registrations:	
Job-specific knowledge or skills:	Computer skills that include a high level of proficiency with spreadsheets, database management, and other mathematical analysis tools, (e.g. @risk, decision modeling, regressions, forecasting, etc.).

2. List the **desired qualifications** for the job. Include (a) skills, abilities, education, or experience that will help an employee do the job, but are not essential to successfully performing the required responsibilities and duties, and/or (b) **soft** skills or abilities, which are essential to successful performance in the job, but cannot be included in basic qualifications (because they are non-objective or comparative).

MBA or Masters degree in Quantitative Analysis

Knowledge of natural gas price hedging techniques and of transporting natural gas on various interstate pipelines.

3. List the **working conditions** of the job (e.g., **environmental** - temperature, noise, office, plant, field; **physical** - lifting, prolonged sitting; **schedule** - shift, call-out, outage response, etc.).

**IV. ORGANIZATION: (COMPLETE THIS SECTION FOR ALL POSITIONS WITH AUTHORITY TO HIRE OR TERMINATE SUBORDINATES)**

List the job titles that report to the job being evaluated. Indicate the number of incumbents, the job title, reporting relationship (D for direct and I for indirect), and FLSA status (E for exempt and N for nonexempt). This should not include matrix/dotted-line working relationships.

# Incumbents	Job Title	Relationship	FLSA
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**V. INTERFACES: (COMPLETE THIS SECTION FOR ALL POSITIONS AT THE MANAGER LEVEL AND BELOW)**

1. To perform this job, there is a matrix/dotted-line working relationship with others in the following positions at Duke Energy:
2. To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations:

**VI. NATURE OF THE JOB: (COMPLETE THIS SECTION FOR INDIVIDUAL CONTRIBUTOR POSITIONS ONLY)**

ENTER AN APPROXIMATE TIME PERCENTAGE FOR THE MOST APPROPRIATE ANSWER TO 1-5 BELOW	Almost Always (% >95%)	Majority (% from 51% to 95%)	Occasional (% from 6% to 50%)	Rarely or Never (% from 5% to 0%)
1. Tasks are straight-forward, routine and often repetitive. Example:	X			
2. Tasks follow set guidelines or procedures. Example:		X		
3. Employee must compare alternative courses of action and make a decision after considering options. Example:	X			
4. Employee receives clear instructions from supervisor regarding what to do and how to do it. Example:			X	
5. Employee has the authority to make significant choices and decisions, without specific guidance or direction from the supervisor. Example:	X			

**EEO Statement:**  
 Duke Energy is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, sex, pregnancy, religion, national origin, ethnicity, citizenship, sexual orientation, age, marital status, disability, genetic information, status as a Vietnam Era, disabled veteran, special disabled veteran, Armed Forces Services Medal Veteran, recently separated or other protected veteran. Duke Energy also complies with all applicable state, federal and local laws, regulations and ordinances prohibiting discrimination in places where Duke Energy operates.

**Disclaimer:**  
 This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

**DUKE ENERGY JOB DESCRIPTION**

<b>Job Title: Manager, Citygate Operations</b>	
<b>Job Code: 51905</b> (Add if existing, new codes to be completed by HR)	<b>FLSA Status:</b> (To be completed by HR)
<b>Business Unit/Department: Gas Operations</b>	
<b>Work Location: 4<sup>th</sup> &amp; Main</b>	
<b>Reports To (Job Title): Dir Gas Customer Ops</b>	
<b>Form Completed By:</b>	<b>Date:</b> New <input type="checkbox"/> Revised <input type="checkbox"/>

**I. JOB SUMMARY: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

Provide a brief overview of the purpose or function of the job. Why does this job exist?

**II. RESPONSIBILITIES AND DUTIES: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

Under general supervision, responsible for the design and daily performance of information and billing systems, and personnel working on these systems, as required to maintain the flowing gas commodity system supply into the Company's pipeline system; to administer the Company's gas firm (choice) and large volume interruptible transportation programs; to assure accurate and timely reporting and payment of commodity and transportation invoices; and to develop accurate expected gas cost (EGC) and gas cost recovery (GCR) data.

<b>% of Time Performed</b>	<b>Major responsibilities and specific job duties</b>
	Responsible for Strategic processes and direction of all Gas Transportation programs.
	Manages personnel performing daily operational activities to assure nominations for system supply, as well as, third-party gas commodity supply, are sufficient to meet the Company's gas delivery requirements.
	Manages the gas supplier qualification process, monthly supplier settlement billing, and daily nominations/ confirmations of gas supplies of the interstate pipelines that bring gas commodity supply to the Company.
	Manages personnel in the daily operation and updating of information on the internet via electronic bulletin board (EBB), which data is necessary for the accurate delivery of third-party gas supply into our pipeline system.
	Manages personnel responsible for financial operations, including but not limited to: payment of gas commodity and pipeline capacity invoices; prepare monthly cash forecasts; prepare the EGC used in the GCR mechanism; and prepare the monthly purchased gas expense statements for inclusion in the Company's financial statements.
	Manages personnel performing daily operational activities, and work closely with computer systems personnel, necessary to update and maintain accurate functioning of the large volume customer billing system, in such a manner that data will reflect customer usage and output data in a format that is compatible with the Company-wide billing system.
	Manage, train, evaluate and counsel exempt and non-exempt personnel who perform various portions of the functions under their responsibility.

**III. JOB QUALIFICATIONS: (COMPLETE THIS SECTION FOR ALL POSITIONS BELOW THE VICE PRESIDENT LEVEL)**

1. List the **basic/required qualifications** for the job. Basic / required qualifications must meet the following criteria.

- Non-comparative (e.g. three years' experience in a particular position, rather than a comparative requirement such as being one of the top five among the candidates in years of experience)
- Objective (e.g. a Bachelor's degree in accounting, but not a technical degree from a "good school")
- Job-related (Relevant to performance of the particular position)

You must be able to determine if someone meets the basic / required qualifications for a position by simply reviewing that individual's application or resume. Include what a new employee needs to successfully perform the required responsibilities and duties, such as:

Educational Background/Type of degree □ High School, Associate, Bachelor, Master:	Bachelor's degree in business, accounting, math, economics, or finance; or related experience.
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	
Years of prior work related experience in addition to a degree:	
Licenses, certifications or registrations:	
Job-specific knowledge or skills:	Highly proficient in the use of information systems, including PC applications, such as MS Access, Word, and Excel Detail oriented, with strong accounting and analytical skills. Able to work under tight timelines, meet deadlines, and perform in stressful conditions.

2. List the **desired qualifications** for the job. Include (a) skills, abilities, education, or experience that will help an employee do the job, but are not essential to successfully performing the required responsibilities and duties, and/or (b) "soft" skills or abilities, which are essential to successful performance in the job, but cannot be included in basic qualifications (because they are non-objective or comparative).

BA or certification (e.g. Certified Public Accountant) from professional organization.

Knowledge of the gas industry, the gas supply function and gas measurement methods, including automatic meter reading systems.

Knowledge of the Company's customer information and billing system, and corporate financial/ accounting tools.

Knowledge of the Company's retail gas rates, as well as the wholesale rates of the interstate transmission companies that deliver gas to the Company.

3. List the **working conditions** of the job (e.g., **environmental** - temperature, noise, office, plant, field; **physical** - lifting, prolonged sitting; **schedule** - shift, call-out, outage response, etc.).

- On Call

**IV. ORGANIZATION: (COMPLETE THIS SECTION FOR ALL POSITIONS WITH AUTHORITY TO HIRE OR TERMINATE SUBORDINATES)**

List the job titles that report to the job being evaluated. Indicate the number of incumbents, the job title, reporting relationship (D for direct and I for indirect), and FLSA status (E for exempt and N for nonexempt). This should not include matrix/dotted-line working relationships.

# Incumbents	Job Title	Relationship	FLSA
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**V. INTERFACES: (COMPLETE THIS SECTION FOR ALL POSITIONS AT THE MANAGER LEVEL AND BELOW)**

1. To perform this job, there is a matrix/dotted-line working relationship with others in the following positions at Duke Energy:
  
2. To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations:

**VI. NATURE OF THE JOB: (COMPLETE THIS SECTION FOR INDIVIDUAL CONTRIBUTOR POSITIONS ONLY)**

ENTER AN APPROXIMATE TIME PERCENTAGE FOR THE MOST APPROPRIATE ANSWER TO 1-5 BELOW	Almost Always (% >95%)	Majority (% from 51% to 95%)	Occasional (% from 6% to 50%)	Rarely or Never (% from 5% to 0%)
1. Tasks are straight-forward, routine and often repetitive. Example:				
2. Tasks follow set guidelines or procedures. Example:				
3. Employee must compare alternative courses of action and make a decision after considering options. Example:				
4. Employee receives clear instructions from supervisor regarding what to do and how to do it. Example:				
5. Employee has the authority to make significant choices and decisions, without specific guidance or direction from the supervisor. Example:				

**EEO Statement:**  
*Duke Energy is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, sex, pregnancy, religion, national origin, ethnicity, citizenship, sexual orientation, age, marital status, disability, genetic information, status as a Vietnam Era, disabled veteran, special disabled veteran, Armed Forces Services Medal Veteran, recently separated or other protected veteran. Duke Energy also complies with all applicable state, federal and local laws, regulations and ordinances prohibiting discrimination in places where Duke Energy operates.*

**Disclaimer:**  
*This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.*

**DUKE ENERGY JOB DESCRIPTION**

<b>Job Title: Mgr, Gas Control</b>	
<b>Job Code: 51908</b> (Add if existing, new codes to be completed by HR)	<b>FLSA Status: Exempt</b> (To be completed by HR)
<b>Business Unit/Department: Gas Operations</b>	
<b>Work Location: 4<sup>th</sup> &amp; Main</b>	
<b>Reports To (Job Title): GM Gas &amp; Field Systems</b>	
<b>Form Completed By: Gary Hebbeler</b>	<b>Date: 1/2015</b>

**I. JOB SUMMARY: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

Responsible for managing and directing the functions of Gas Control to ensure the safe, reliable delivery of natural gas to the customers in a cost effective manner 24/7x 365days/year. Responsible for the operations and system integrity of the gas pipeline system from the high pressure delivery at the city gate stations through the pressure regulating stations located throughout the pipeline network for the delivery of natural gas to the customer including declaring curtailments and interruptions on the distribution system and declaring peak shaving implementation. Responsible for collaborating on our Integrity management initiatives as well as plans to invest in the expansion and reliability of our system.

**II. RESPONSIBILITIES AND DUTIES: (COMPLETE THIS SECTION FOR ALL POSITIONS)**

Describe the major responsibilities and significant job duties required to successfully perform each responsibility. Indicate the approximate percentage of time spent on each responsibility during the year by order of overall importance or impact. Do not list occasional responsibilities taking less than 5% of time. The total should equal 100%.

<b>% of Time Performed</b>	<b>Major responsibilities and specific job duties</b>
10%	Develops and directs short term and long term strategies to accomplish goals and strategies for gas operations in support of corporate goals while maintaining cost to meet regulatory requirements.
40%	Responsible for the safe, reliable operation of the system and delivery of natural gas to the customers in a cost effective manner including declaring curtailments and peak shaving implementation.
40%	Manages, directs, and assists in staffing, training, development, evaluation and counseling of personnel within Gas Control including keeping current and understanding new rules and regulations as it applies to Gas Control. Participating in industry forums and committees as it relates to Gas Control.
10%	Prepares and manages operating budgets for Gas Control.

**III. JOB QUALIFICATIONS: (COMPLETE THIS SECTION FOR ALL POSITIONS BELOW THE VICE PRESIDENT LEVEL)**

- List the **required qualifications** for the job. Include what a new employee needs to successfully perform the required responsibilities and duties, such as:

Educational Background/Type of degree    High School, Associate, Bachelor, Master:	Bachelor's degree in business, engineering, other technical field.
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	Ten years Gas Operations experience.
Years of prior work related experience in addition to a degree:	Seven years Gas Operations experience.
Licenses, certifications or registrations:	
Job-specific knowledge, skills or abilities:	Must have thorough knowledge of the gas feeder line and distribution systems including the maximum allowable

	<p>operating pressures as prescribed by federal regulations.</p> <p>Must display strong orientation for safety, customer service, communication and leadership.</p> <p>Highly proficient in the use of information systems, including PC applications, such as MS Access, Word, and Excel.</p> <p>Strong leadership, people, and analytical skills.</p> <p>Able to work under tight timelines, meet deadlines, and perform in stressful conditions.</p>
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2. List the **preferred qualifications** for the job. Include additional education and work experience that will help an employee do the job, but are not essential to successfully performing the required responsibilities and duties.
- MBA or other graduate level degree or certification (e.g. Profession Engineer) from professional organization.
  - Knowledge of the gas industry, the gas supply function and gas measurement methods.
  - Knowledge of electronic monitoring and telemetering equipment utilized to capture gas system performance data
  - Knowledge of the Company's billing system and corporate financial/ accounting tools.
  - Knowledge of the Company's retail gas rates, transportation rates and transportation programs as well as tariffs and services of Interstate Transmission companies
  - Knowledge of the Company's Rate IT Gas Curtailment Plan and propane plant peak shaving operations.
  - Flexible and adaptable to new technologies and establishing new processes.
  - Capable of leading in industry forums (AGA, KGA, OGA, etc)
  - Strong communication skills
  - Emergency planning skills
3. List the **working conditions** of the job (e.g., **environmental** - temperature, noise, office, plant, field; **physical** - lifting, prolonged sitting; **schedule** - shift, call-out, outage response, etc.).
- Valid driver license required for travel to Company facilities
  - Occasional travel
  - Extensive use of PC and software applications.
  - Overtime
  - On call nights and weekends and heating season

**IV. ORGANIZATION: (COMPLETE THIS SECTION FOR ALL POSITIONS WITH AUTHORITY TO HIRE OR TERMINATE SUBORDINATES)**

List the job titles that report to the job being evaluated. Indicate the number of incumbents, the job title, reporting relationship (D for direct and I for indirect), and FLSA status (E for exempt and N for nonexempt). This should not include matrix/dotted-line working relationships.

# Incumbents	Job Title	Relationship	FLSA
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12	GAS CONTROLLER, JOB CODE 52698	D	E
1	COORD, GAS CONTR, JOB CODE 54253	D	E

**V. INTERFACES: (COMPLETE THIS SECTION FOR ALL POSITIONS AT THE MANAGER LEVEL AND BELOW)**

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**VI. NATURE OF THE JOB: (COMPLETE THIS SECTION FOR INDIVIDUAL CONTRIBUTOR POSITIONS ONLY)**

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1. Tasks are straight-forward, routine and often repetitive. Example:				
2. Tasks follow set guidelines or procedures. Example:				
3. Employee must compare alternative courses of action and make a decision after considering options. Example:				
4. Employee receives clear instructions from supervisor regarding what to do and how to do it. Example:				
5. Employee has the authority to make significant choices and decisions, without specific guidance or direction from the supervisor. Example:				

**EEO Statement:**

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**Disclaimer:**

*This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.*

(REVISED - NOVEMBER 19, 1990)  
(GAS OPERATIONS) (GAS OPERATING  
DEPARTMENT) (CONSTRUCTION, MAINTENANCE &  
SYSTEMS OPERATIONS DIVISION)

67013

CLASSIFICATION: MECHANIC OPERATOR I

A. DUTIES:

Under general directive supervision, performs all the duties of a Mechanic Operator II; and in addition performs such duties as:

1. Directing, performing and assuming responsibility for the completion of non-routine work assignments in accordance with departmental instructions, procedures, policies and standards.
2. Installing special sleeves and/or seals for the repair of leaks.
3. Designing special sleeves by determining field dimensions and size of pipe and preparing sketch for manufacturer.
4. Operating and evaluating results from flame ionization and other electronic leak survey equipment.
5. Pre-inspecting proposed gas service locations and/or installations, when assigned.
6. Inserting new pipe in existing mains.
7. Directing the work of other employees in this or less skilled classifications, when delegated.
8. Performing work assignments in a manner which properly safeguards the public, employees and property of others and the Company.
9. Training by Performing various operations under direction of more skilled personnel.
10. Instructing other employees in this or less skilled classifications to properly and safely perform their duties.
11. Performing other similar or less skilled work, as assigned.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; and, in addition:

1. Must have worked as a Mechanic Operator II for five (5) years.
2. Must demonstrate ability to perform duties of this job through the medium of tests designed for measuring individual qualifications before entering this classification.
3. Must be able and willing to direct the work of other employees in this or less skilled classifications.

(REVISED - MAY 5,1997)  
(GAS OPERATIONS) (GAS OPERATING DEPARTMENT)  
(CONST. & MAINTENANCE)

67015

CLASSIFICATION:            MECHANIC OPERATOR II

A. DUTIES:

Under directive or general directive supervision, performs all of the duties of a Mechanic Operator III, and in addition, performs such duties as:

1. Directing, performing, and assuming responsibility for the completion of routine work assignments in accordance with departmental instructions, procedures, policies, and standards.
2. Installing pipe and fittings.
3. Reading grade stakes and determining measurements.
4. Making routine cut-outs and tie-ins on mains and/or services.
5. Installing, operating, and maintaining valves, regulators, and control piping.
6. Installing shoring and sheathing in excavations.
7. Constructing concrete forms, bridging, barricading, etc.
8. Making all types of plastic joints.
9. Inspecting and approving proposed gas meter and/or service piping location prior to installation.
10. Advising the customer or contractor on the proper size, type and corrosion protection necessary to meet all house piping codes for new single residential meters.
11. Performing a visual check of flexible risers for compliance with applicable codes.
12. Installing new single residential service complete, including new meter, regulator and connect to customer piping, visually inspect customer's piping, both service and house line and pressure test customer's house line piping and service piping.
13. Locating underground structures by using electronic or other approved equipment and methods.
14. Turning gas on and off including non-pay disconnects, making meter test for house line and appliance leaks, and lighting ordinary appliances.
15. Purging gas mains, and services into or out of services making sure of the purity of the purge, avoiding mixtures that could be hazardous.
16. Patrolling mains for leak indications and hazards to gas lines.
17. Conducting visual inspection of welds in accordance with departmental training programs-
18. Locating, pinpointing and analyzing gas leaks.
19. Preparing records and reports, as required.
20. Installing, operating, and making minor repairs to taping and line stopping machines.

(REVISED - MAY 5, 1997)  
(GAS OPERATIONS) (GAS OPERATING DEPARTMENT)  
(CONST. & MAINTENANCE)

67015

CLASSIFICATION:            MECHANIC OPERATOR 11

A. DUTIES: (Cont'd)

21. Providing for the care and handling of plastic joining tools.
22. Utilizing and evaluating results from electronic instruments, such as pipe locators, oxygen indicators, insulphones, curb box locators, cathodic protection instruments and/or meters, etc.
23. Installing and removing gauges.
24. Operating power pavement saws.
25. Operating power pipe cutters and saws.
26. Reading and per-forming work assignments in accordance with job relating drawings and sketches.
27. Adjusting various mechanical repair methods to field situations.
28. Performing work assignments in accordance with governmental rules and regulators.
29. Directing the work of other employees in this or less skilled classifications, when delegated.
30. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the company.
31. Training by performing various operations under the direction of more skilled personnel.
32. Instructing other employees in this or less skilled classifications to properly and safely perform their duties.
33. Performing other similar or less skilled work, as assigned.

B. QUALIFICATIONS:

Must meet the Company's requirements as to GENERAL QUALIFICATIONS; have all the qualifications of a Mechanic Operator 111; and, in addition:

1. Must have worked as a Mechanic Operator III for two (2) years.
2. Must demonstrate ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications before entering this classification.
3. Must be able and willing to direct the work of other employees in this or less skilled classifications.
4. Must be able to locate underground structures and leaks by using electronic or other approved equipment and methods.
5. Must be able to read drawings and sketches.
6. Must be able to make clear legible written records of work operations.

(REVISED - MAY 5, 1997)  
(GAS OPERATIONS) (GAS OPERATING DEPARTMENT)  
(CONST. & MAINTENANCE)

67015

CLASSIFICATION:            MECHANIC OPERATOR 11

B. QUALIFICATIONS: (Cont'd.)

7. Must have a cooperative temperament and be able to receive and transmit orders and/or instructions in such a manner as to obtain the cooperation of assigned employees.
8. Must possess calm judgment and be willing to act on it in emergencies.



(REVISED - NOVEMBER 19, 1990)  
(GAS OPERATIONS) (GAS OPERATING  
(CUSTOMER SERVICE DIVISION)

67062

CLASSIFICATION: METER SPECIALIST I

A. DUTIES:

Under general directive supervision, performs all the duties of a Meter Specialist II and, in addition, in accordance with recognized standards, performs one or more of the meter repair operations in the shop or in the field, directing the work of others as assigned; performing such duties as:

1. Testing and correcting rotary or turbine meters.
2. Adjusting all sizes of TC positive displacement meters to correct reading or "correct proof."
3. Checking and correcting frictional resistance to movement of the meter using instruments, or performing this test manually.
4. Using instruments and flow provers, determining whether large meters have internal or external leaks.
5. Using all types of provers checking, testing, repairing and adjusting all size gas meters both in the Shop and in the field.
6. Inspecting the work of others for quality and returning work to them for correction, if necessary.
7. Removing and installing meters and regulators, including pipe changes, for purposes of testing and repairing on premise.
8. Repairing and servicing rotary and turbine meters in the field or in the Shop.
9. Lighting of all appliances such as boilers, air conditioners, incinerators, etc.
10. Installing, maintaining and repairing all types of combination recording gauges.
11. Installing, maintaining and repairing all types of correctors and integrating devices.
12. Taking temperature and pressure recordings, meter readings, both uncorrected and corrected, to determine consumption for billing of bypassed gas and also for checking curtailment of customers.
13. Checking accuracy and adjustment on provers, automatic test stands and associated controls; and assisting in the battle testing of all provers when required.
14. Performing the required maintenance to keep provers operable.
15. Conducting investigations, making repairs and completing necessary paper work of all special meters (i.e. revenue recovery, fire, special test) in the Shop and in the field.
16. Being responsible for the safety of other employees in assistance.
17. Conducting tests for proper operation of monitor regulator systems and making necessary repairs or adjustments.
18. Performing other similar or less skilled work as assigned.

(REVISED - NOVEMBER 19, 1990)