

(GAS OPERATIONS) (GAS OPERATING
DEPARTMENT) (CUSTOMER SERVICE DIVISION)

67062

CLASSIFICATION: METER SPECIALIST I

B. QUALIFICATIONS:

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

1. Must have worked as a Meter Specialist II for a period of at least two and one-half (2 1/2) years and be proficient in the repair of large meters.
2. Must be able to add, subtract, multiply and divide quickly and accurately.
3. Must be skilled with special adjusting tools.
4. Must be experienced and skilled in the reading of gauges and manometers.
5. Must be able to test and adjust meters with flow provers, bell provers and transfer provers.
6. Must be proficient in the calibration and repair of all types of meter provers.
7. Must be able to meet the public and explain Company policies and commission regulations and requirements courteously and politely.
8. Must possess calm judgment and be willing to act on it in emergencies.
9. Must demonstrate the ability to perform the duties of this job through the medium of tests designed for measuring individual qualifications and be certified for "Appointment of Meterman" to the Public Service Commission of Kentucky before entering this classification.

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

67061

CLASSIFICATION: METER SPECIALIST II

A. DUTIES:

Under directive or general directive supervision, performs all the duties of a Meter Specialist III and, in addition, performs the assembly and final stages of repairs on gas meters, regulators, pressure gauges and similar equipment; performing such duties as:

1. Preparing and soldering diaphragms and accessories in gas meters.
2. Replacing and fitting any new parts in meters.
3. Grinding valves and valve covers.
4. Checking meters for proper parts and indexes.
5. Performing first-class solder work on all tin case meters.
6. Checking meters for binds and quality of repair and making necessary tests for locating leaks and assuring high quality work on meters.
7. Testing meters for accuracy, verifying meter records and adjusting all sizes of positive displacement gas meters to "correct proof."
8. Issuing and affixing company numbers to all meters, regulators and relief valves.
9. Testing, repairing and adjusting regulators and relief valves.
10. Testing, checking and repairing all types of test pumps and pressure and temperature gauges.
11. Making complete repair on large diaphragm meters from dismantling through final assembly.
12. Operating drill press and other similar equipment for shop work.
13. Turning gas on and off, removing and reinstalling gas meters, making meter test for house lines and appliance leaks, and lighting ordinary appliances.
14. Reading gas and electric meters with accuracy.
15. Testing premise gas meters for registration.
16. Performing maintenance as required on tools and/or equipment in the Gas Meter Shop.
17. Conducting investigations in the execution of Customer Accounting orders.
 18. Checking parts inventory and recommending reordering.
 19. Installing remote meter reading devices on customer premises.
 20. Performing other similar or less skilled work, as assigned.

(REVISED - NOVEMBER 19, 1990)

(GAS OPERATIONS) (GAS OPERATING
DEPARTMENT) (CUSTOMER SERVICE DIVISION)

67061

CLASSIFICATION: METER SPECIALIST II

B. QUALIFICATIONS:

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

1. Must have worked as a Meter Specialist III for a period of at least two (2) years.
2. Must possess tact and suitable personality for contact with the Company's customers.
3. 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.
4. Must have knowledge of Company's service policy rules and practices.

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

67060

CLASSIFICATION: METER SPECIALIST III

A. DUTIES:

Under directive supervision, Performs all the duties of a Mechanic III and, in addition, performs several of the skilled operations in the disassembly and in the repair of gas meters; Performing such duties as:

1. Removing back plates and diaphragms from meters.
2. Removing packing from flagrod and center boxes.
3. Identifying and repairing various meter parts.
4. Performing minor soldering.
5. Timing solder joints.
6. Repacking stuffing boxes and forging meter parts.
7. Testing diaphragms for leaks.
8. Installing tops, cases and index covers on hard case meters.
9. Cleaning and painting all types of gas meters and associated meter installation items in the shop and in the field.
10. Operating hydro-pneumatic tester, repairing leaks and replacing index covers.
11. Assuming responsibility for proper stocking of meter inventories at various locations.
12. Operating and maintaining Heat Shrink equipment used to palletize meters, regulators and relief valves.
13. Operating a forklift truck to load and unload material and equipment.
14. Assuming responsibility for proper stocking of vehicle and exercising reasonable judgment and care in use of Company vehicles, equipment and supplies.
15. Training by performing various operations under the direction of more skilled personnel.
16. Completing any reports and forms in connection with the performance of duties.
17. 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 III for a period of at least one (1) year, or equivalent.
2. Must possess the physical ability to perform the duties of this job.

(REV= - NOVEMBER 19, 1990)
(GAS OPERATIONS) (GAS OPERATING
DEPARTMENT) (CUSTOMER SERVICE DIVISION)

67060

CLASSIFICATION: METER SPECIALIST III

B. QUALIFICATIONS: (Cont'd.)

3. 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.
4. Must have and maintain a neat and clean personal appearance and be free from any defects in sight, hearing and sense of smell.
5. Must be able and willing to direct the work of others of equal or lower classification.
6. Must be able to identify meters and regulators by size, type and company.



JOB DESCRIPTION

Job Title: Manager, Gas Field Operations <i>Job code 53191</i>	
Department/Location: Gas Operations	
Form Completed By: Trannis Morgan	Date: 2/7/06
Approved By: Patty Walker	Date: 2/10/06

To be completed by Human Resources:		
Job Code:	EEO Code:	EEOC Sub-Code:
Function Code:	FLSA Code:	

I. JOB SUMMARY: (State the main purpose for the job in two or three sentences).

Manages, directs and coordinates Gas Construction & Maintenance personnel and operations. Responsible for the activities of a number of field supervisors engaged in a variety of endeavors involving the construction, maintenance, installation and operations of gas mains, services house piping and other facilities. Responsible for coordinating efforts with other company departments, contractors and individual customers.

II. DUTIES & RESPONSIBILITIES

(Describe the major responsibilities and list specific job duties/activities required to successfully perform each responsibility. Indicate the percentage of time spent on each responsibility.)

% of Time	Duties & Responsibilities
%	1 Manages day-to-day construction and maintenance of gas system including new construction involving gas extensions and new service
%	2 Generates maintenance and compliance paperwork for various regulatory filings.
%	3 Coordinates and plans work with public officials, contractors, and builders.
%	4 Responsible for regulatory requirements such as survey inspections and leak management and all aspects of safety administration and compliance.
%	5 Directs long-term and short-term strategies to accomplish goals and objectives while managing costs to meet FERC requirements agreed upon with the state commissions. Responsible for work associated with the Accelerated Main Replacement Program (AMRP) tie-ins.
%	6 Prepares and manages a combination Capital and O&M budget of \$26 million.

III. JOB QUALIFICATIONS

1. List the **minimum qualifications** for the job, including work experience and education, which are essential for competent job performance. Focus on skills and knowledge the incumbent needs immediately to perform at a competent level. Indicate the minimum formal education and number of years of prior related work experience required. List any licenses or certifications required for the job.

- Must have a BS, Management, Business, Construction Management or Engineering preferred, & exposure to Gas Operations is preferred, or, must have an Associates Degree, Engineering,

Filename:

Management or Business preferred, and continuing education, and have 8 yrs experience in Gas Operations.

- Must have thorough knowledge of the gas feeder line and distribution system.
- Must display strong orientation for safety, customer service, communication and leadership
- 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, including work experience and education. Include additional job-specific skills, knowledge, education, and training/experiences that are needed for job success, but not essential or can be readily developed on the job.

- MBA 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 environment, physical and other requirements of the job.

- Valid driver license required for travel to Company facilities
- Occasional travel
- Extensive use of PC, mainframe and software applications.
- Overtime
- On call nights and weekends

EEO Statement: *Duke Energy 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.*



JOB DESCRIPTION

Job Title: Manager, Performance Support Ops - 102538	
Department/Location:	
Form Completed By:	Date: December 14, 2005
Approved By:	Date:
Revision: D Smiley	Date: 5/2015

To be completed by Human Resources:		
Job Code:	EEO Code: 1	EEOC Sub-Code: 13
Function Code: EDL	FLSA Code: E	

I. JOB SUMMARY: (State the main purpose for the job in two or three sentences).

Manages in the area responsible for providing strategic direction, tactical planning, and resource support for Gas Learning Services. The incumbent is responsible for coordination and integration with other areas to ensure a consistent and cohesive approach to training Operations personnel. Specific responsibility will be provided in one of the following functional areas:

- Skills Based Training ▫ Deployment of training for craft employees and contingent workers
- Business Performance ▫ Planning, budgeting, benchmarking, workforce planning
- Labor Strategy and Support ▫ Outsourcing strategy, contract administration, labor relations, mutual assistance
- Technology Integration ▫ Planning and business deployment
- Asset Contract Administration ▫ Managing joint use, DOT, railroad, and leased tower space billing
- Process Improvement ▫ Continuous improvement of business results

II. DUTIES & RESPONSIBILITIES

(Describe the major responsibilities and list specific job duties/activities required to successfully perform each responsibility. Indicate the percentage of time spent on each responsibility.)

% of Time	Duties & Responsibilities
20%	1 Lead the team to deliver exceptional results in the assigned functional area
20%	2 Manage, supervise, coach, and council employees of the assigned team
20%	3 Provide subject matter expertise from both an individual and team perspective to Gas Learning Services for the assigned subject matter
20%	4 Provide guidance and support to the assigned Operations organization to drive improved performance through standardization and efficiency
20%	5 Provide support for assigned business unit objectives(safety, reliability, cost management, customer satisfaction, and employee satisfaction) from both a personal and departmental standpoint

III. JOB QUALIFICATIONS

1. List the **minimum qualifications** for the job, including work experience and education, which are essential for competent job performance. Focus on skills and knowledge the incumbent needs immediately to perform at a competent level. Indicate the minimum formal education and number of years of prior related work experience required. List any licenses or certifications required for the job.

- Four year degree in functional area and 5 to 10 years of utility industry experience
- Demonstrated ability to establish direction, develop work plans, and execute to get results
- Demonstrated champion for working safely in an injury free culture.

Filename:

- Demonstrated ability to implement and lead others through change
2. List the **desired qualifications** for the job, including work experience and education. Include additional job-specific skills, knowledge, education, and training/experiences that are needed for job success, but not essential or can be readily developed on the job.
- Advance degree or extensive experience in multiple areas of Gas Operations
 - Supervisory experience
 - Demonstrated ability to motivate and manage work teams.
 - Demonstrated effective communication skills (verbal and written)
 - Demonstrated problem solving and analytical skills
 - Demonstrated interpersonal skills including conflict management
 - Advanced knowledge of computer systems and programs
 - Core business process understanding and process development experience
 - Organizational agility to work with all levels of Duke Leadership, other Duke teams, with Peers in the industry:
 - To influence future direction of programs within the company
 - To influence future trends in the industry
3. List the environment, physical and other requirements of the job.
- Office and field environment for crew visits
 - Occasional travel to field locations as well as to industry meetings in various cities

EEO Statement: *Duke Energy 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.*

DUKE ENERGY JOB DESCRIPTION

Job Title: Mgr, Service Delivery	
Job Code: 53398 (Add if existing, new codes to be completed by HR)	FLSA Status: Exempt (To be completed by HR)
Business Unit/Department: Gas Operations	
Work Location: Various	
Reports To (Job Title):	
Form Completed By:	Date:

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

Exercises independent judgment and decision making in the management of supervisors and employees assigned to the Gas Field Customer Service department in the Midwest as they perform duties related to the safe and efficient operation and maintenance of customer premise related facilities on the gas distribution and transmission systems. High level departmental responsibilities include: management of employee safety and public safety performance; scheduling and management of workforce to assure compliance with Federal, State and Local regulatory requirements in the completion of scheduled, routine customer premise orders; operation of a 24-hour per day/7-day per week first response work force for gas customer trouble orders; communications with customers for purpose of setting appointments and dealing with customer complaints; administration of Company, Business Unit, and Departmental policies and procedures; and management of Capital and O&M budgets.

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	Duties & Responsibilities
55%	1 Employee Management □ first-line supervisors and union represented employees □ monitor safety, productivity & job performance, administer USW collective bargaining agreements, conduct annual performance reviews, manage department's budget.
25%	2 Field Customer Service □ attend meetings with internal/external customers to ensure processes and procedures maximize customer satisfaction, monitor customer satisfaction results, resolve customer inquires/questions/complaints by telephone or by on-site visits, work with cross-departmental groups to ensure operational requirements are being met.
15%	3 Systems Management □ keeping abreast of existing and future IT systems utilized by department. Assist IT groups with management and maintenance of such systems. Plan for and manage contingencies for system failures.
5%	4 Employee Development □ attend training, lectures, classes to develop personal and employee skills.

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 from an accredited college or university with a focus in management
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	10-12 years of distribution and/or transmission experience in lieu of a degree

Years of prior work related experience in addition to a degree:	Eight (8) years of distribution and/or transmission experience
Licenses, certifications or registrations:	
Job-specific knowledge, skills or abilities:	A background in engineering, construction, maintenance or metering work. Demonstrated proficiency in effectively dealing with customers. Demonstrated proficiency in the use of standard computer business software applications. Demonstrated effective verbal and written communication skills

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.
- Working knowledge of the company's Customer Management System (CMS), mobile workforce platform and budgeting tools.
 - Experience in Collective Bargaining Agreement language interpretation and application.
 - Demonstrated effective leadership skills
 - Prior supervisor experience
 - Demonstrated effective negotiating and conflict management skills
 - Demonstrated effective computer skills and use of various programs and applications
 - Demonstrated an in-depth knowledge of state and federal laws as applies to this position
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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	SUPV, FIELD SERVICES	DIRECT	EXEMPT
	SENIOR STENOGRAPHER	DIRECT	NON-EXEMPT

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:

- External
 - Residential, commercial, industrial customers
 - Developers, electricians, plumbers, contractors, project engineers
 - State Public Utility Commission auditors
 - Local Emergency Response authorities
- Internal
 - Enterprise Field Services - Meter Operations □ Meter Labs □ Ohio/Kentucky
 - Enterprise Business Services □ IT Business Applications
 - Customer Service - Call Center Operations
 - Customer Service □ Revenue Services □ Receivables
 - Customer Service □ Revenue Services □ Payment and Controls
 - Energy Data Management
 - Gas Operations □ Construction & Maintenance
 - Gas Operations □ Commercial Operations
 - Gas Operations □ Engineering
 - Gas Operations □ System Operation & Production
 - Distribution Control Center - MW
 - Human Resources
 - Labor Relations □ Midwest
 - Legal

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.

Created - February 2017
(GAS OPERATING DEPARTMENT)

Job Code: 66935??

CLASSIFICATION: MECHANIC III □ C&M

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.

Created - February 2017
(GAS OPERATING DEPARTMENT)

Job Code: 66935??

CLASSIFICATION: MECHANIC III ▯ C&M

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. BASIC 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,

Created - February 2017
(GAS OPERATING DEPARTMENT)

Job Code: 66935??

CLASSIFICATION: MECHANIC III ¶ C&M

crew trucks, and dump trucks, and pass the Company's driver examination.

5. Must be able to successfully complete Company provided Crane Training and related certification(s).
6. Must be able to obtain a Commercial Driver s License (CDL) within the first nine months.
7. Must be able to successfully complete and obtain all the Medical clearance exams required for this position, including Department of Transportation (DOT) and Respirator Medical Clearance.
8. Must be able to write and print legibly.
9. Must have basic computer skills as well as knowledge of Microsoft Suite
10. Must be willing to participate in Company training programs.
11. Must be able to read street maps and travel to dispatched locations.
12. 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.
13. Must have a keen sense of smell and adequate hearing.
14. Must possess tact, a professional demeanor and a suitable personality for customer contact with both internal and external customers.
15. Must be capable of utilizing leak detectors, test pumps, gauges, and utility-type electronic equipment.
16. Must be capable of utilizing a telephone and mobile radio.
17. Must be capable of correctly and accurately using measuring devices, such as: tape lines, rulers, pipe calipers, etc.
18. Must be capable of reading gauges and changing charts.
19. Must be capable of utilizing and evaluating results from electronic equipment.
20. Must be capable and willing to render first aid, artificial resuscitation, etc.
21. Must be capable and willing to use fresh air masks and wear protective clothing.
22. Must show a willingness to take direction and be willing to learn.
23. Must meet all the qualifications for promotion after a minimum of 12 months.

DESIRED QUALIFICATIONS:

1. Previous gas or general construction experience.
2. Pursuing or obtained secondary education to include technical schools, trade school, degree programs, etc.

(REVISED - April 6, 1998)
(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7412

CLASSIFICATION: **PREMISE MECHANIC**

A. DUTIES:

Under general directive supervision, makes investigations on customers' premises to obtain necessary data for correct billing under the current rate structure; install, remove, disconnect, and reconnect all types of single phase and three phase self-contained demand and non-demand meters. Program, verify, install, change and remove all self-contained non-demand electric AMR's and AMR equipped gas meters on 425AL and smaller meters; remove remote meters when converting to AMR equipped meters. Reconnect, disconnect, and change gas meters; relight customers equipment when changing or reconnecting gas meters; and occasionally, in unsanitary or hazardous locations, performs such duties as:

1. Performing routine work assignments in accordance with departmental instructions, procedures and standards in a manner which properly safeguards the public, employees, and property of others and the Company.
2. Making routine investigations on customers' premises to determine the connected gas load and secure other data for billing purposes.
3. Contacting internal and external customers to schedule appointments and/or outages.
4. Checking for all evidence of unmetered and/or unauthorized use of gas and electric energy while on customers premise and report all discrepancies found. Initiate investigations reporting all discrepancies found based on observations. Meet with the Company's legal representatives and/or testifying in court.
5. Bypassing electric meters preparatory to changing whenever possible so that the service to the customer will not be interrupted; arranging for an outage with the customer and checking to be certain that full service is restored.
6. Installing, removing, disconnecting, and reconnecting, all types of single phase and three phase self-contained meters (including gas and electric AMR meters, and single phase time-of-use meters), excluding three phase time-of-use meters and installing remotes.
7. Reconnect, disconnect and change gas meters. Relight customers' equipment when changing or reconnecting gas meters. Locate and clean street boxes when necessary. Install gas meters on old sets. Remove, clean, and reinstalling glass box and seals when necessary on 425 AL and smaller gas meters, excluding removing and reinstalling index.

(REVISED - April 6, 1998)
(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7412

CLASSIFICATION: **PREMISE MECHANIC**

8. Programming, verifying, installing changing and removing gas and self- contained non-demand electric AMRlls, and other similar equipment (not including index).
9. Representing the Company in a positive manner at all times while performing Company duties on customerls premises, answering customer-related inquiries with a courteous and positive attitude with regard to established Company policies and procedures.
10. Instructing and directing employees in this or lower job classifications in the work and on standard practices and procedures, as assigned.
11. Having functional knowledge of a computer to be able to get work on a daily basis, (including inputting information to update accounts and adding information for system usage). Keeping accurate records of work performed as required.
12. Performing work of a higher classification on a temporary basis or when preparing for advancement.
13. Working overtime or other than standard schedule as required.
14. Receiving money for new deposits, reconnection charges, outstanding bills and other services performed on the customers premise, receipt and account for such payments or accepting payment arrangements for residential, commercial, as well as handling other Company funds as directed.
15. Installing and removing surge protection and other similar equipment on customers premise.
16. Reading all gas and electric meters accurately, resetting demand registers on electric demand meters and checking on premise gas and electric meters for registration.
17. Instructing and training personnel from other departments in the basic duties of combination work.
18. Tracking stock on a daily basis through the computer and reorder when necessary to insure adequate supplies of stock.

(REVISED - April 6, 1998)
(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7412

CLASSIFICATION: PREMISE MECHANIC

19. Providing for the care, handling, protection, and maintenance of specialized tools and equipment.
20. 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 III for a period of at least six (6) months.
2. Must possess tact and suitable personality for contact with the Company's customers.
3. Must be capable of making legible and accurate reports and records.
4. Must know and apply the Company's safety rules and regulations pertaining to personal and team safety in the work environment.
5. Must be able to use a telephone, two-way radio, and computer to receive orders and transmit information
6. Must be able to drive, have a valid driver's license, and pass the Company driver's examination.
7. Must be capable of directing the work of employees in this and lower job classifications.
8. Must be capable of lifting, carrying, erecting and working safely from a 24 foot extension ladder.
9. Must demonstrate the ability to perform the duties of this job classification through the medium of tests, including material taught in training courses and practical job experience.
10. Must pass an examination as specified by the department for entrance into the grade of Premise Mechanic.
11. Must be willing to undergo additional training when deemed necessary by the department to maintain skills.

(REVISED - April 6, 1998)
(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7412

CLASSIFICATION: **PREMISE MECHANIC**

12. Must have and maintain a good personal appearance and be free from any defect in sight, hearing, or sense of smell.
13. Must be capable of performing artificial resuscitation and first aid.
14. Must be willing to home and/or job site report based on the needs of the customer and/or Company.

DUKE ENERGY JOB DESCRIPTION MATRIX - PROJECT MANAGEMENT

Title	Project Management Specialist	Project Manager I	Project Manager	Senior Project Manager	Project Director
Required Qualifications:	The successfully perform duties and responsibilities Duration: Four 1 year cycle or continuity	The successfully perform duties and responsibilities Duration: Four 1 year cycle or continuity	The successfully perform duties and responsibilities Duration: Four 1 year cycle or continuity	The successfully perform duties and responsibilities Duration: Four 1 year cycle or continuity	The successfully perform duties and responsibilities Duration: Four 1 year cycle or continuity
Minimum Education: High School, Associate, Bachelor, Master					
Years of prior experience with similar duties and responsibilities (minimum of 1 year)	Minimum of 3 years of project management experience	Minimum of 3 years of project management experience	Minimum of 3 years of project management experience	Minimum of 3 years of project management experience	Minimum of 3 years of project management experience
Years of prior experience with similar duties and responsibilities (minimum of 1 year)	No experience required	Minimum of 3 years of project management experience	Minimum of 3 years of project management experience	Minimum of 3 years of project management experience	Minimum of 3 years of project management experience
Additional qualifications or requirements	To be determined by hiring organization	To be determined by hiring organization	To be determined by hiring organization	To be determined by hiring organization	To be determined by hiring organization
Professional Certifications:	Construction knowledge of this project management Working knowledge in Project Management, Schedule Management, Critical Thinking and Problem Solving, Project Management, Risk Management, Leadership, Project Management, and Business Development	Working knowledge of project management principles Additional to Business Development, Schedule Management, Critical Thinking, and Problem Solving, Project Management, Risk Management, Leadership, Project Management, and Business Development	Additional but not essential education or experience Duration: Four 1 year cycle or continuity Ability: Project Management, Risk Management, Project Management, Critical Thinking, and Problem Solving, Project Management, Risk Management, Leadership, Project Management, and Business Development	Additional but not essential education or experience Duration: Four 1 year cycle or continuity Ability: Project Management, Risk Management, Project Management, Critical Thinking, and Problem Solving, Project Management, Risk Management, Leadership, Project Management, and Business Development	Additional but not essential education or experience Duration: Four 1 year cycle or continuity Ability: Project Management, Risk Management, Project Management, Critical Thinking, and Problem Solving, Project Management, Risk Management, Leadership, Project Management, and Business Development
Working Conditions:	Non-hazardous, Physical, Office, etc. To be determined by hiring organization.	Non-hazardous, Physical, Office, etc. To be determined by hiring organization.	Non-hazardous, Physical, Office, etc. To be determined by hiring organization.	Non-hazardous, Physical, Office, etc. To be determined by hiring organization.	Non-hazardous, Physical, Office, etc. To be determined by hiring organization.
Additional Information:	The Project Manager I may have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority. The Project Manager I may also have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority. The Project Manager I may also have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority.	The Project Manager may have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority. The Project Manager may also have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority. The Project Manager may also have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority.	The Project Manager may have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority. The Project Manager may also have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority. The Project Manager may also have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority.	The Project Manager may have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority. The Project Manager may also have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority. The Project Manager may also have responsibilities that are similar to those of a Project Manager, but with less responsibility and less authority.	The Project Director may have responsibilities that are similar to those of a Project Manager, but with more responsibility and more authority. The Project Director may also have responsibilities that are similar to those of a Project Manager, but with more responsibility and more authority. The Project Director may also have responsibilities that are similar to those of a Project Manager, but with more responsibility and more authority.

**DUKE ENERGY CORPORATION
 JOB DESCRIPTION**

GENERAL INFORMATION

Job Title: Scheduling Specialist - Gas Operations

Department: Gas Operations

Job Incumbent(s): _____ Completed by: Steve Farley
 Supervisor: Steve Farley Date: April 1, 2015

To be completed by Human Resources:			
Job Code:	<u>107258</u>	EEO Code:	<u>2</u>
EEOC Sub-Code:	<u>22</u>	Functional Skill Code:	_____
FLSA Code:	<u>A</u>	Effective Date:	_____

I. ORGANIZATION

- Is this a new job? Yes No
- Is this an existing job that has changed? Yes No
- Payroll title to which this job reports: Manager Gas Operations Support
- Payroll title of this job: Scheduling Specialist Gas Operations
- Payroll titles of subordinates directly reporting to job in #4 above. Indicate (E)xempt or (N)on-exempt:

# Inc	Title	E/N
	NONE	

6. Briefly describe responsibilities of direct reports listed in #5 above.

II. POSITION PURPOSE

Improve overall job costs and job quality through improved work planning and scheduling, the reduction of job failures, improved crew productivity, site and dependency management, job design review, and required material and equipment management. Increase customer satisfaction by making sure the customer receives what they need when they need it.

III. MAJOR ACCOUNTABILITIES/ESSENTIAL DUTIES

- % of Time
40 % 1. Manages and pre checks assigned request to maximize crew productivity

% of Time

- A. Performs site readiness checks before job is scheduled to ensure the site is ready for the crew to work when they arrive
 - B. Reviews as scheduled crew complement and adjusts as needed
 - C. Reviews materials specified and adjust as needed
 - D. Manages and adjusts dependencies (i.e., - locates) to ensure the crew has no roadblocks to starting the job when they arrive on site.
- 25 % 2. Adjusts, assigns and schedules work requests to resources under the control of this position
- A. Receives all work requests through Gas Operations work management system
 - B. Arranges any special equipment, equipment, and material needs
 - C. Adjusts crew complements, equipment and performers, to conform to what is best needed to complete the work request in the most efficient manner
 - D. Adjust man-hours as appropriate to complete the work request
 - E. Secures the work diary for each crew, prints job cards/material list for each assigned work request, and matches the job drawing with each work request for the crew. Uses computer systems to update work requests
- 10 % 3. Performs crew productivity and work request status field visits
- A. Makes daily field crew visits to review, ensures crew safety and reviews work request status
- 15 % 4. Build proactive relationships with and provides feedback to solution developers, scheduler, customer communicators, C&M supervisors, contract foremen/supervisors, material planners, admin coordinator, office coordinator, and fleet services. Documents feedback as appropriate or needed.
- A. Provides feedback to solution developers on work request design issues
 - B. Provides feedback to schedulers, C&M supervisor on resource needs
 - C. Provides feedback to material planners on materials issues and fleet services on equipment needs and issues
 - D. Provide feedback to C&M supervisors on Duke performer issues and to contract foreman/supervisors on contractor issues
- 10 % 5. Builds relationships and communicates with customers, builders, developers, plumbers, and other area utilities
- A. Promotes integration with other entities which maximizes processes for both
 - B. Talks with customers to re-negotiate required dates if needed
 - C. Resolve disputes between external parties and Duke Energy Co

IV. MAJOR PROBLEMS AND CHALLENGES

Describe the major problems and challenges for the job, e.g., accomplishing work within short time frames, conforming to specific regulations. Resolving inter-departmental issues, while still meeting internal and external customer driven deadlines; influencing productivity improvements for Duke and contract performers who do not directly report to this position.

V. DECISION MAKING AND SUPERVISION RECEIVED

1. Describe the kinds of decisions that the person in the job makes without involving the supervisor.
 - Alter work request design, crew complement, materials, equipment, etc.

- Re-negotiate required dates for work requests as needed
 - Assign work to specific crews
 - Directly involved in deciding which crews are pulled for emergency work
 - Decides when the work request site is ready for the crew to start work
 - Proper methods of providing feedback
2. Describe the kinds of decisions that would have to be taken to a higher level.
- Additional resources required to complete the work
 - HR/safety issues with a Duke performer
 - Performance/safety issues with a contract performer
 - Performer schedule change

VI. ENVIRONMENT

1. Briefly describe the working conditions

Position spends a portion of the day working in an office environment using computer equipment, telephones, copiers, fax machines, etc. Position spends a portion of the working day on an operations center dock, warehouse, and stock yard reviewing material for jobs, equipment condition and reviewing crew productivity. Position spends a portion of the day in the field visiting crews and job sites ¶ this requires driving a company vehicle (usually a ½ ton pick-up), using company radios and responding to pages. The outside environment extends to all types of weather and conditions.

VII. JOB QUALIFICATIONS

1. What are the minimum qualifications for the job?

- 6 years of Gas Operations Work Processes or Associates degree in Management, Business, Construction Management or Engineering
- Demonstrated effective communication and interpersonal skills
- Working knowledge of Gas Operations design and quality standards
- Demonstrated ability to handle multiple tasks simultaneously
- Effectively able to achieve business unit objectives through others
- Highly proficient in the use of information systems, including PC applications, such as MS Access, Word, and Excel
- Demonstrated effective organization skills
-

2. What are the desired qualifications for the job?

- Excellent Gas Operations construction experience (5 or more years)
- Exceptional safety record
- Experience in multiple roles in Gas Operations
- Excellent communication skills
- Excellent knowledge of Gas Operations design and quality standards
- Excellent influencing skills
- Excellent computer skills ¶ knowledge of Company computer systems beyond Outlook and Microsoft Office products
- Advancement potential beyond this position
- After hours management responsibilities
- Excellent interpersonal skills
- Demonstrated ability to achieve business unit results through others

3. List the environment, physical and other requirements of the job.
 - Valid Driver's License
 - Satisfactory work availability, during and after work hours
 - Ability to make field visits regularly

VIII. SUPPLEMENTAL INFORMATION

1. If there were an opening for this job, what other jobs would be likely sources for candidates?
 - Inspecting Mechanic
 - Customer Projects Resource Specialist
 - Customer Projects Coordinator
 - Training Specialist
 - Systems Operations 1
 - Gas Production 1
 - Office Coordinator
 - Gas Controller
 - Service Mechanic 1
 - Material Analyst
 - Engineer/Technologist
2. What other jobs in the company do you consider to be comparable to this job in terms of knowledge, education, and/or experience required, responsibility, job duties, value to the company, etc.?

Scheduling Specialist - Power Delivery
Technical Skills Specialist - Power Delivery
Work Coordinator
Senior Engineering Specialist
Training Specialist

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

67916

CLASSIFICATION: SERVICE MECHANIC [A]

A. DUTIES:

Under general directive supervision, in addition to all duties of a Service Mechanic "B", to completely handle all unusual complaints or repairs, and directing work of others as assigned, 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. Testing, inspecting and resetting gas pressure relief valves and/or regulators to contract pressure on customer premises, as required, including, spring change with the aid of special tools, or by-pass piping.
3. Inspecting and approving proposed gas meter and/or service piping locations prior to installation.
4. Diagnosing, repairing and maintaining gas air conditioning units, using technical literature, pressure gauges and thermometers and other specialized tools and equipment.
5. Training and instructing other employees in class or field in this or lower classifications to properly and safely perform their duties.
6. 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 Service Mechanic "B", and, in addition:

1. Must have worked as a Service Mechanic "B" for five (5) years.
2. Must demonstrate ability to perform duties of this job classification through the medium of tests both written and practical, designed for measuring individual qualification before entering this classification.
3. Must have attained a satisfactory grade average in the Company training classes, both in the classroom and field while in lower classifications in this sequence.
4. Must be able to comprehend and utilize technical literature in the repair and diagnosis of gas air conditioning units, and other complex gas appliances.

(REVISED - April 6, 1998)
(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7915

CLASSIFICATION: **SERVICE MECHANIC I B**

A. DUTIES:

Under general directive supervision, makes investigations on customers' premises to obtain necessary data for correct billing under the current rate structure; install, remove, disconnect, and reconnect all types of single phase and three phase self-contained demand and non-demand meters. Program, verify, install, change and remove all self-contained non-demand electric AMRs and AMR equipped gas meters on 425AL and smaller meters, remove remotes when converting to AMR equipped meters, reconnect, disconnect, and change gas meters; relight customers equipment when changing or reconnecting gas meters; and occasionally, in unsanitary or hazardous locations, performs such duties as:

1. Performing routine work assignments in accordance with departmental instructions, procedures and standards in a manner which properly safeguards the public, employees, and property of others and the Company.
2. Installing new pipe and fittings, installing and removing all types and sizes of gas meters, regulators and connections.
3. Advising the customer or contractor on the proper size, type and corrosion protection necessary to meet all house piping.
4. Performing a visual and/or pressure test of the customer's piping installation for compliance with applicable codes.
5. Inspecting and approving proposed gas meter and/or service piping locations prior to installation.
6. Investigating gas and electric meters for registration on customer premises due to CA orders or suspected lost consumption.
7. Investigating and executing orders involving tampering of gas and electric service or meters. Securing and restoring to a safe and accurate condition, gas and electric installations including making safe transformer type metering installations. Initiating electric investigations and reporting all discrepancies found based on observations. Meeting with the Company's legal representatives and/or testifying in court.
8. Bypassing electric meters preparatory to changing whenever possible so that the service to the customer will not be interrupted, arranging for an outage with the customer and checking to be certain that full service is restored.

(REVISED - April 6, 1998)
(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7915

CLASSIFICATION: **SERVICE MECHANIC [B]**

9. Installing, removing, disconnecting, and reconnecting all types of single phase and three phase self contained meters (including AMR meters, and single phase time-of-use meters), excluding three phase time-of-use meters and installing remote meters.
10. Reconnecting, disconnecting, changing and removing gas meters. Relight customers equipment when changing or reconnecting gas meters. Locate and clean street boxes when necessary. Install gas meters on old sets. Removing, cleaning, and reinstalling glass box and seals when necessary on 425 AL or smaller gas meters, excluding removing and reinstalling index.
11. Programming, verifying, installing, changing, and removing gas and self-contained non-demand electric AMR's and other similar equipment (not including index).
12. Taking pressure readings, installing indicating and/or recording gauges, evaluating the readings and taking actions necessary to correct the problems.
13. Locating and clearing gas services of dust or water, installing heat tapes and insulation on services, regulators and meters as required.
14. Locating and clearing drips on gas mains as requested.
15. Representing the Company in a positive manner at all times while performing Company duties on customer's premises, answering customer-related inquiries with a courteous and positive attitude with regard to established Company policies and procedures.
16. Instructing and directing employees in this or lower job classifications in the work and on standard practices and procedures, as assigned.
17. Having functional knowledge of a computer to be able to get work on a daily basis, (including inputting information to update accounts and adding information for system usage). Keeping accurate record of work performed as required.
18. Perform work of a higher classification on a temporary basis or when preparing for advancement.
19. Receiving money for new deposits, reconnection charges, outstanding bills and other services performed on the customer's premise, receipt and account for such

(REVISED - April 6, 1998)
(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7915

CLASSIFICATION: **SERVICE MECHANIC [B]**

- payments or accepting payment arrangements for residential, commercial, as well as handling other Company funds as directed.
20. Installing and removing surge protection and other similar equipment on customers' premises.
 21. Lighting all types of gas appliances, including roof-top units and gas air conditioners.
 22. Adjusting, repairing and calibrating domestic and commercial equipment on customers premises including ranges, deep fryers, grills, thermostats, etc.
 23. Investigating, evaluating, and repairing when necessary all gas leaks utilizing proper instruments to evaluate and grade gas leakage; determining the type of repair required, urgency of further evaluation and evacuating premises when necessary.
 24. Investigating and providing the service required to efficiently handle trouble calls such as "no gas," "no heat," "no hot water," "low pressure," "fumes," etc.
 25. Performing a visual check of flexible risers for compliance with applicable codes.
 26. Responding to fire department calls of "fire" and/or "explosion" and reporting to the fire official in charge, evaluating the seriousness of the situation and taking the action necessary to properly safeguard the public, employees, and property of others and the Company.
 27. Performing gas leak survey (General Building and Designated Building) and evaluating the results found.
 28. Preparing all required written reports, such as C.A., L.I.R., Leak Survey, J.C.F., Revenue Recovery, etc.
 29. Providing for the care, handling, protection and maintenance of specialized tools and equipment.
 30. Performing work assignments in accordance with job related engineering drawings and standards.
 31. Testing, repairing, and adjusting regulators and relief valves including the changing of orifices.

(REVISED - April 6, 1998)
(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7915

CLASSIFICATION: **SERVICE MECHANIC ¶ B¶**

32. Intelligently explaining to customers the operation of appliances and controls.
33. Explaining regulation or requirements courteously and in an understandable manner with emphasis on preserving and promoting good customer relations.
34. Instructing and training personnel from other departments in the basic duties of combination Work.
35. Tracking stock on a daily basis through the computer and reorder when necessary to insure adequate supplies of stock.
36. Perform 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 (18) months¶ experience as a Premise Mechanic or 8 years in C&M and passed the pre-employment test standards for Service Mechanic.
2. Must possess tact and suitable personality for contact with the Company¶s customers and general public.
3. Must be capable of making legible and accurate reports and records.
4. Must know and apply the Company¶s safety rules and regulations pertaining to personal and team safety in the work environment and be capable of performing simple first aid and artificial resuscitation.
5. Must be able to use a telephone, two-way radio, and computer to receive orders and transmit information.
6. Must be able to drive, have a valid driver¶s license, and pass the Company driver¶s examination.
7. Must be capable of directing the work of employees in this and lower job classifications.

(REVISED - April 6, 1998)
(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7915

CLASSIFICATION: **SERVICE MECHANIC [B]**

8. Must be capable of lifting, carrying, erecting and working safely from a 24 foot extension ladder.
9. Must demonstrate the ability to perform the duties of this job classification through the medium of tests, including material taught in training courses and practical job experience.
10. Must have attained a satisfactory grade average in the Company training classes, both in the classroom and field, while in lower classifications in this sequence.
11. Must be willing to undergo additional training when deemed necessary by the Department to maintain skills.
12. Must have a good personal appearance and be free from any defect in sight, hearing or sense of smell.
13. Upon satisfactorily passing a written and practical examination at the end of five (5) years service as a Service Mechanic [B] and fulfilling the preceding qualifications, employee will be advanced to the Service Mechanic [A] starting rate.
14. Must be willing to home and/or job site report based on the needs of the customer and/or Company.

Job Title: Specialist, Gas Transportation Programs	Job Code: 54250
Job Family:	Location: 4 th & Main, Cincinnati, OH
Revision Date: December 2005	Exempt/Nonexempt: Exempt
Reports to: Supervisor, Citygate Operations	Direct Reports (Y/N): N

POSITION OVERVIEW

Under general supervision, coordinate the 24 hour/day, 365 day/year operation of the Firm Transportation (FT) and Interruptible Transportation (IT) gas program nomination and confirmation processes.

DUTIES AND RESPONSIBILITIES

- Maintain relationships with third party suppliers.
- Serve as central point of contact, 24 hrs/day 365 days/ year as necessary, for suppliers acting in their capacity as pool operators, as well as for suppliers delivering system supply gas into the company's pipeline system.
- Perform ongoing analysis of pool balancing activities, thereby assuring IT and FT pools are operating within the letter and spirit of applicable tariffs. Communicate with suppliers not in compliance, and if necessary make recommendations to management regarding corrective action up to and including removal of suppliers from programs.
- Determine when suppliers and pool operators should be allowed exceptions to established guidelines regarding nomination/ allocation, imbalance trading, OFO compliance, gas curtailment activities, and pass-through of any penalty charges that might otherwise be applicable.
- Create Interruptible Transportation Pool Operator invoices in PeopleSoft or other software to record accounting entries in Financial Statements and track payments as received. Initiate payments to Pool Operators as required for cash-out transactions.
- Develop, update, and populate analysis reports as necessary to manage the flow of gas into our pipeline system.
- Responsible for receipt of payment of gas transportation pool operator/ supplier invoices.
- Utilize pipeline company software to confirm natural gas nominations by 3rd party gas suppliers for end-users and by Company personnel or asset manager for system supply.
- Update information on company's Electronic Bulletin Board (internet), including but not limited to: cash-out rates; Gas Cost Recovery (GCR) rates; and Operational Flow Order (OFO) and curtailment notifications.
- Maintain concise records of activities and pool operator transactions in order to facilitate audits of same by internal and external auditors.

MINIMUM REQUIREMENTS

- Bachelor's degree in business, finance, accounting or other field requiring a high level of math proficiency; or five years of related experience.
- Required computer skills include a high level of proficiency in utilizing spreadsheet and database software, as for example Excel and Access.
- High level of math proficiency.
- High level of accuracy in work product.

DESIRED REQUIREMENTS

- Gas industry experience and knowledge sufficient to perform described duties and responsibilities.

DESIRED BEHAVIORS (COMPETENCIES)

- Achievement Orientation
- Communication
- Innovation/Continuous Improvement
- Team Player
- Analysis/Problem Solving
- Attention to Detail, Planning and Organizing
- Technical and Professional Proficiency
- Decision Making, and
- Inter-personal Skills/ Sensitivity.

ENVIRONMENT, PHYSICAL & OTHER REQUIREMENTS

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.

**DUKE ENERGY CORPORATION
JOB DESCRIPTION**

JOB TITLE: Sr Training Specialist

GENERAL INFORMATION

This job questionnaire will serve as the basis for the job description for this job. Based on information gathered from the questionnaire, a job evaluation will be prepared. The factors to be measured are job knowledge and skills, coordination and integration skills, and customer relations skills. This job evaluation will determine the salary band for the job. The job description will be used in job measurement, performance management, JOBS bulletins, etc.

INSTRUCTIONS

1. Type your responses or print in ink. If additional space is needed on any question, please attach separate sheet.
2. Complete the questionnaire, focusing on requirements of the job and not the individual filling the job.
3. Return the questionnaire to your department management for appropriate review and signature.

If you have questions or need assistance, please contact: _____

Job Title: Sr Training Specialist

Department/Location: Various

Job Incumbent: Various Completed by: _____

Supervisor _____

APPROVALS

Approved by Supervisor: _____

Date: _____

Further Approvals if Required by Department:

Name: _____

Date: _____

To be completed by Human Resources	ACCESS CODE: <u>005.30</u>
OCC: <u>7993</u> FLSA CODE: <u>2</u>	EEOC: CODE: <u>02</u>

**DUKE ENERGY CORPORATION
JOB DESCRIPTION**

JOB TITLE: Sr Training Specialist

I. JOB SUMMARY

MAJOR ACCOUNTABILITIES / ESSENTIAL DUTIES

List the five to eight accountabilities and essential duties expected of the job. Most statements should be job specific.

Estimate the percent of time you spend on each primary/essential duty on an annual basis. Percentages do not have to add up to 100%. If core accountabilities are listed and they apply to other accountabilities, e.g., teamwork, you do not have to include a percentage for that core accountability.

- Demonstrates expertise in a wide range of training products and services which support Division and Team goals. Serves as an internal expert in a discipline specific/task based area.
- Provides advanced expertise and innovation in the research, design, analysis, and administration of assigned function(s) to support the achievement of business objectives of assigned customer area(s).
- Serves as project leader for complex training projects in accordance with Division Business processes. Assist/provides technical input for proposal development. Effectively plans, schedules, coordinates, and monitors the activities of project team members and negotiates resources as needed. Ensures that projects are completed on time, within budget and in accordance with business needs and customer objectives. Monitors status and progress of projects, and makes necessary adjustments to plans and schedules and initiates project close-out. Makes recommendations and presentations to management and manages the communication and implementation of recommendations.
- Designs and administers training products and services for assigned projects to enable achievement of Company and business unit goals and support compliance with customer training needs.
- Analyzes products and services for assigned customer area to ensure it meets long-term customer plans and regulatory requirements.
- Remains abreast of current and emerging training practices, trends and methods and ensures their application as appropriate. Attends industry and company-sponsored seminars and conferences; exchanges information with governmental, academic, and training professionals; researches appropriate journals and periodicals.

**DUKE ENERGY CORPORATION
JOB DESCRIPTION**

JOB TITLE: Sr Training Specialist

Problem Solving:

Provides advanced expertise and innovation to anticipate, identify, and resolve complex training problems. Choose among alternatives with maximum awareness of consequences. Applies new concepts to solve complex problems.

Lead Responsibilities:

- Provides technical direction and expertise to management and employees, but typically has no direct reports.
- Serves as Project Leader in the planning, research, analysis and design of complex projects which may have implications outside ESS.

II. QUALIFICATIONS: This section may require the assistance of supervision to accurately complete.

What are the minimum qualifications for this position? (Qualifications may include any supervisory or work experience, knowledge, skill, ability, training, education, certifications, or licenses).

MINIMUM:

- **Knowledge required in both A and B:**
 - A. Demonstrated expertise in the development of delivery of training products and services, which typically requires in excess of 6 years experience to attain.
 - B. Knowledge of a systematic approach to development of training products and services. A broad knowledge of multiple training areas and integrates related knowledge and specialties. General understanding of all Training Functional Areas.
- Demonstrated knowledge of principles, practices, policies, regulation, and current trends and events in the training environment internal and external to Duke Power.
- Demonstrated knowledge of Duke Power Company business objectives and strategies and training philosophies and systems, to make appropriate decisions.

**DUKE ENERGY CORPORATION
JOB DESCRIPTION**

JOB TITLE: Sr Training Specialist

Training and Education:

MINIMUM:

Demonstrated expertise in the development and delivery of training products and services, which typically requires in excess of 6 years experience to attain.

DESIRED:

Formal training in adult learning and/or instructional design for a systematic approach to training desired.

Skills:

MINIMUM:

- Demonstrated oral and written communication and presentation skills for communicating information and addressing issues in a clear and effective manner to varying levels of employees and management.
- Demonstrated interpersonal and human relations skills, e.g., influencing skills and listening skills, to deal effectively with all levels of management and employees.
- Demonstrated analytical and problem-solving skills to analyze concerns/issues, develop logical conclusions and make appropriate recommendations.
- Demonstrated project management skills to develop innovative, creative ideas to address complex training-related problems, concerns and programs.
- Demonstrated presentation skills to speak effectively to large and small groups.
- Demonstrated group process skills to effectively facilitate various groups.
- Demonstrated leadership abilities to influence and provide direction to team members and to advise management of team members' performance and project status.
- Ability to recognize the need for new or different systems, programs, or applications and selection of appropriate alternatives to solve problems.
- Demonstrated project leadership skills to manage complex projects and to develop innovative, creative ideas to address complex training-related problems, concerns, and programs.
- Excellent negotiation and influencing skills.
- Ability to analyze and apply new training methods, applications, trends, and events impacting the field of Adult Learning.

**DUKE ENERGY CORPORATION
JOB DESCRIPTION**

JOB TITLE: Sr Training Specialist

III. WORK ENVIRONMENT

List the machinery, equipment or tools used in this job. (Include any safety equipment or office equipment used).

Briefly describe the working conditions/environment (e.g., normal office environment, outside work, extreme temperatures, noisy conditions, shift work, call out) and safety factors (e.g., climbing towers, work in a protected area) that impact the job.

Describe the type of physical effort the job requires (e.g., I must lift 25 pound cartons three or four times a dayI or I must stand or walk approximately two hours a dayI).

IV. SUPPLEMENTAL INFORMATION: This section may require the assistance of supervision to accurately complete.

1. Indicate, by marking the appropriate line, which of the situations listed below best describes this position.

___ **New Position.** Explain the reason for creating the new job, e.g., new products or services, organizational changes.

___ **Existing Position.** Describe where this function was performed in the past and significant changes since last evaluated.

2. What other jobs in the company do you consider to be comparable to this position in terms of knowledge, education, and/or experience required, responsibility, value to the company, etc.?

**DUKE ENERGY CORPORATION
JOB DESCRIPTION**

JOB TITLE: Sr Training Specialist

V. ADDITIONAL INFORMATION:

Please include anything that you feel was not asked for in the previous sections that would be helpful in describing this position.

Impact/Scope:

Focus is on assigned customer area(s). End results clearly contribute to company and customer goals and objectives. Accomplishments and contributions substantially impact Duke Power Company.

Supervision Required:

Work is very broadly defined with considerable freedom to act. Minimal supervision required.

Assigned Discipline Specific Task-based Areas

- CBT
- Video
- Media
- Operations/Operations Testing
- Engineering Support
- Environmental
- RP/Chem/GET
- Mechanical Maintenance
- I&E Maintenance
- Quality Assurance
- Communications/Staff Development
- Qualifications
- Business Technology Applications



JOB DESCRIPTION

Job Title: Supervisor Technical Services Field Operations	
Department/Location: Gas Operations	
Form Completed By: Jim Henning	Date: May 2007
Approved By:	Date:

To be completed by Human Resources:		
Job Code: 54017	EEO Code:	EEOC Sub-Code:
Function Code:	FLSA Code:	

I. JOB SUMMARY:

Manages, directs and coordinates the technical services personnel. Relies on individual judgment and initiative, executes priorities and schedules the functions required to ensure the installation, calibration, operation and maintenance of all the instrumentation and control equipment of Gas Production, Gas Control, Construction & Maintenance, Customer Service and system Operations is performed in a safe, reliable and timely manner. Develops approaches to meet required objectives, have a broadened perspective and problem solving ability through experience with other areas. Evaluates, directs and develops assign staff.

II. DUTIES & RESPONSIBILITIES

% of Time	Duties & Responsibilities
<u>%</u>	1 Provides leadership in accomplishing goals and strategies for the division that comply with corporate goals.
<u>%</u>	2 Responsible for operating with O&M budget guidelines
<u>%</u>	3 Responsible for the proper odorization of gas entering the system and for maintaining proper levels of odorant in the storage tanks.
<u>%</u>	4 Responsible for the training of employees in this center and for ensuring all employees perform their work following all safety regulations and procedures.
<u>%</u>	5 Responsible for the installation, maintenance and calibration of all remote control equipment at city gate stations and system stations.
<u>%</u>	6 Responsible for the installation and maintenance of AMR devices on interruptible industrial and commercial customers

III. JOB QUALIFICATIONS

- List the **minimum qualifications** for the job, including work experience and education, which are essential for competent job performance. Focus on skills and knowledge the incumbent needs immediately to perform at a competent level. Indicate the minimum formal education and number of years of prior related work experience required. List any licenses or certifications required for the job.
 - Must have a bachelor's degree in Electrical or Electronic Engineering or Engineering Technology with 7 years experience in instrumentation and control or have an associate degree in Electrical or Electronic Engineering or Engineering Technology and pursuing a bachelor's degree in the same degree program with 10 years experience in instrumentation and control.
 - Must have some knowledge of the gas feeder line and distribution system.

Filename:

- Must have a through knowledge of city gate measurement and large industrial measurement.
 - Highly proficient in the use of information systems, including PC applications, such as MS Access, Word, and Excel
 - Must have a through knowledge of the SCADA system and associated equipment.
 - Detail oriented with strong analytical skills.
 - Able to work under tight timelines and meet deadlines.
2. List the **desired qualifications** for the job, including work experience and education. Include additional job-specific skills, knowledge, education, and training/experiences that are needed for job success, but not essential or can be readily developed on the job.
- Knowledge of the gas industry, and gas measurement methods, including automatic meter reading systems, odorization systems and propane/air plants.
- Knowledge of the Company's retail gas rates, as well as the interstate transmission companies that deliver gas to the Company.
 - Knowledge of DOT CFR 195 as it relates to functions of this job.
3. List the environment, physical and other requirements of the job.
- Valid driver license required for travel to Company facilities
 - Occasional travel
 - Extensive use of PC, mainframe and software applications.
 - Overtime

EEO Statement: *Duke Energy 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.*

DUKE ENERGY JOB DESCRIPTION

Job Title: Supv, Field Services	
Job Code: 54037 (Add if existing, new codes to be completed by HR)	FLSA Status: (To be completed by HR)
Business Unit/Department: Gas Operations	
Work Location: Various	
Reports To (Job Title): Mgr Gas Field Operations	
Form Completed By:	Date: 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)

Supervises and directs the activities of field employees assigned to Gas Construction & Maintenance as they perform various duties to ensure the safe and reliable operation of the Gas distribution and transmission system. Responsible for coordinating efforts with other Company departments, contractors, and individual customers. Inspects the work of field employees, contractors and others engaged in construction activities, which affect company facilities. Responsible for coordinating workflow. Must have thorough knowledge of the gas Feeder line and distribution system.

% of Time Performed	Major responsibilities and specific job duties
	Inform and direct employees in the day to day operations of the Gas business.
	Provides leadership in accomplishing goals and strategies for Gas operations that comply with corporate goals.
	Coordinates and plans work with public officials, contractors, and builders.
	Educate and develop employees skill sets to meet the department and corporate objectives and regulatory requirements.
	Manages employees and resources in order to control cost, maintain efficient operations and fulfill customer request.
	Must display strong orientation for safety, customer service, communication and leadership.

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.

Educational Background/Type of degree <input type="checkbox"/> High School, Associate, Bachelor, Master:	Must have a high school diploma, be willing to acquire some college or technical training within the Engineering, Construction Management, or Business areas, or must have a Bachelors Degree in Engineering, Construction Management or Business and some exposure to Gas Operations is necessary.
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	5- 8 years experience in Gas Operations
Years of prior work related experience in addition to a degree:	
Licenses, certifications or registrations:	

Job-specific knowledge or skills:	Must have thorough knowledge of the gas feeder line and distribution system. Proficient in the use of information systems, including PC applications, such as MS Access, Word, and Excel Detail oriented, with strong analytical skills. Able to work under tight timelines, meet deadlines, and perform in stressful conditions
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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).

Must be mechanically inclined with sound knowledge of pipefitting.
 Must have excellent communication skills and the ability to motivate employees.
 Basic knowledge of the Company's customer information and billing system, and corporate financial/accounting tools.
 Familiar with safe construction methods.
 Flexible and adaptable to new technologies.

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, mainframe and software applications.
- Overtime
- Ability to work flexible schedules.
- Traverse construction sites.

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

Job Title: Supv, Systems Operations	
Job Code: 51916 (Add if existing, new codes to be completed by HR)	FLSA Status: (To be completed by HR)
Business Unit/Department: Gas Operations	
Work Location: Various	
Reports To (Job Title): Manager, Gas Systems Operations	
Form Completed By: James Hornsby	Date: 2-1-16 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?

To maintain the integrity of the natural gas system and direct the operation of the propane peak shave plants

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

Supervises and directs the activities of a number of field employees assigned to the System Operation Division as they perform various duties related to the safe and efficient operation of the total gas feeder and distribution systems. Assures that the gas system is free from the inherent dangers of excessive pressure or explosive mixtures. Supervises the operation and maintenance of system stations and district regulator stations. Supervise Gas Production employees as they perform various duties related to the safe and efficient operation and maintenance of the peak shaving plants, Hazardous Liquid Lines (HLL) and liquid propane caverns. Direct plant personnel while unloading propane trucks for the purpose filling the caverns.

% of Time Performed	Major responsibilities and specific job duties
	Provides leadership in accomplishing goals and strategies that comply with corporate goals
	Responsible for meeting center O&M budget.
	Responsible for coordinating and supervising the operation of transmission line, feeder line and major distribution line outages including the scheduling, planning and writing of detailed outage procedures.
	Responsible for coordinating work efforts with other company departments, contractors and individual customers.
	Must have a thorough knowledge of the feeder line system and distribution system.
	Ensuring that employees are adhering to all safety rules and procedures.
	Responsible for maintaining the propane production facility, loading fuel cavern and production of propane air for peak shave as needed for critical system supply.

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 <input type="checkbox"/> High School, Associate, Bachelor, Master:	Must have a high school diploma and be willing to acquire some college or technical training with Engineering,
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	Management or Business areas; Bachelor's Degree in Engineering Technology, Management, or Business and some exposure to Gas Operations.
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	8 years of experience in Gas Operations
Years of prior work related experience in addition to a degree:	5 years of experience in Gas Operations
Licenses, certifications or registrations:	
Job-specific knowledge or skills:	Must have thorough knowledge of the gas feeder line, gas distribution and peak shave mixing system. and distribution system. Proficient in the use of information systems, including PC applications, such as MS Access, Word, and Excel Must be able to analyze problems are they relate to the natural gas system and find solutions to resolve the situation. 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).
 - Knowledge of the gas industry and the properties of natural gas.
 - Knowledge of the Company's software systems: small world, CCMS, CIS and corporate financial/accounting tools.
 - Knowledge of DOT CFR 192, DOT CFR 195 and NFPA 59
 - Knowledge of the F/L and distribution system including MAOPs and pressure rating of pipe.
 - Knowledge of regulators, valves, over pressure equipment, and other equipment used in the controlling the natural gas system.
 - Knowledge of all safety rules and procedures

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, mainframe and software applications.
 - Overtime

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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8-10	GAS SYSTEM OPERATION MECHANIC	D	N
4-8	GAS PRODUCTION OPERATION MECHANIC	D	N

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: The position requires working with Engineering, Field Operations, Contractor Construction Management, Integrity Management, Regulatory Compliance, Service Delivery, and Gas Control
2. To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations: Large IT Customers, vendors, engineering firms, Public Utility Commission Regulators, American Gas Association, Kentucky Gas Association, Ohio Gas Association, and local government agencies.

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:

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Disclaimer:

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DUKE ENERGY JOB DESCRIPTION

Job Title: Supervisor Work Management Support	
Job Code: 105012 (Add if existing, new codes to be completed by HR)	FLSA Status: Exempt (To be completed by HR)
Business Unit/Department: 41036 (Midwest) 41031 (Carolinas) 41041 (Florida)	
Work Location: TBD	
Reports To (Job Title): Work Management Support Manager, General Manager - Resource and Project Management	
Form Completed By: Debbie Houston, Janice Matthews, Lori Price , Michele Lorden, Scott Conklin, Ami Wilkins, and April Edwards /Delivery Operations& Services	Date: 1/1/14

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 Work Management Supervisor is responsible for the oversight and direction of Work Management employees dispersed geographically throughout Delivery Operations. This leadership role is expected to develop efficiency gains through process standardization and consistency, oversight of workload, cross training, sharing resources as well as implementing new technology. This position will create and implement work management plans that minimize employee resistance and maximize employee engagement while achieving business goals.

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
20%	<p><u>Accountable for operational and functional results:</u></p> <ul style="list-style-type: none"> • Ensures quality of work and effectiveness of the work processes • Proactively develops and implements safety action plans that include ergonomic assessments and stretching programs to comply, enforce and promote Total Incident Case Rate (TICR) and Preventable Vehicle Incidents (PVI) goals. • Assures compliance with company policies and procedures • Provides direction and discipline while promoting innovation and change. • Understands and communicates work alignment with business direction. • Ensures successful implementation of work management applications and tools.
20%	<p><u>Accountable for effective team performance and development:</u></p> <ul style="list-style-type: none"> • Sets and clearly communicates expectations and accountabilities that are achievable. • Creates diversified work environment which encourages collaboration, innovation and trust. • Effectively utilizes team resources to achieve maximum results. • Analyzes opportunities to enhance current work processes. • Promotes employee career interests and goals. • Conducts self assessments for continuous improvement in all areas of leadership. • Consistently strives for mutually beneficial relationships for the employee and the company.
20%	<p><u>Accountable for providing direction, motivation and understanding of individual contribution toward expected results:</u></p> <ul style="list-style-type: none"> • Ensures employees display safe and quality work habits and behaviors. • Evaluates individual strengths and weaknesses of employees to identify training needs. • Ensures individuals make sound, logical and timely decisions while recognizing potential issues. • Monitors employee performance, applying corrective action or recognition as appropriate.

20%	<p><u>Accountable for internal and external customer relations results:</u></p> <ul style="list-style-type: none"> • Proactively works with other internal business units to achieve desired customer experience. • Interfaces with external stakeholders/customers to enhance business operation and reduce associated cost. • Demonstrates effective relationships and stewardship within the company and communities. • Takes ownership of customer issues and problems until resolved.
20%	<p><u>Accountable for financial results and managing risk within sphere of influence:</u></p> <ul style="list-style-type: none"> • Promotes effective cost management by ensuring timeliness and accuracy of work. • Ensures adherence to correct general ledger accounting in all work related applications and functions. • Manages financial performance within his/her sphere of influence. • Participates and supports Financial Center of Excellence peer teams.

II. 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:	High school diploma
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	5-7 years experience in Delivery Operations
Years of prior work related experience in addition to a degree:	
Licenses, certifications or registrations:	
Job-specific knowledge, skills or abilities:	<ul style="list-style-type: none"> • Knowledge of Delivery Operations processes • Experience in work management and related applications • Demonstrates leadership in work place safety • Collaborates effectively in a team environment • Ability to embrace and lead change • Effective written and verbal communication skills • Ability to influence and motivate others to increase level of achievement and commitment between work groups • Evaluates performance accurately, fairly and consistently within a diverse workgroup

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.

- 2 year Technical or Associates degree and/or related work experience
- Proficiency with Delivery Operations work management and other applications
- Previous supervisory experience
- Previous project management experience
- Previous experience with cost management
- Previous training in Human Performance Improvement
- Previous experience in Root Cause Analysis or problem solving
- Maintains working knowledge of policies and procedures
- Actively committed to continuous learning and improvement opportunities

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
	SENIOR WORK MANAGEMENT SPECIALIST	D	N & UNION
	WORK MANAGEMENT ADMINISTRATIVE SPECIALIST	D	N & UNION
	WORK MANAGEMENT SPECIALIST I	D	N & UNION
	WORK MANAGEMENT SPECIALIST II	D	N & UNION

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:
 - Manager
 - Construction and Maintenance Supervisors
 - Engineering and Distribution Contract Resource Supervisors
 - General Managers
 - Distribution Control Center
 - Lighting Supervisors
 - Project Managers
 - Finance
 - Human Resources
 - Legal
 - Vegetation Management Manager

- To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations:
 - Other utilities and builders
 - Federal, state and local agencies

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

CHECK THE MOST APPROPRIATE ANSWER	Rarely or Never (<5%)	Seldom (<20%)	Occasional (20% - 50%)	Majority of time (>50%)	Almost Always (> 80%)
1. Tasks are straight-forward, routine and often repetitive.		X			
2. Tasks are varied and fairly complex.				X	
3. Assignments are quite varied and highly complex.				X	
4. Tasks follow set guidelines or procedures.			X		
5. Employee must compare alternative courses of action and make a decision after considering options.					X
6. Employee receives clear instructions from supervisor regarding what to do and how to do it.	X				
7. Employee has the authority to make significant choices and decisions, without specific guidance or direction from the supervisor.					X

EEO Statement:

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Disclaimer:

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(REVISED - JULY 19, 1982)
(GAS OPERATIONS)
(GAS OPERATING DEPARTMENT)
(CONSTRUCTION & MAINTENANCE DIVISION)

68360

CLASSIFICATION: TOOL REPAIR SPECIALIST

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 work assignments in accordance with manufacturers' and/or departmental instructions, procedures, policies, and standards.
2. Assembling, repairing and maintaining, in the shop and/or field, all common and specialized equipment and tools used by the Gas Operating Department.
3. Contacting equipment dealers and suppliers to locate and maintain an adequate supply of repair parts, as required.
4. Acetylene welding, and brazing in conjunction with the repair, maintenance or salvage of common and specialized equipment and tools.
5. Maintaining a history card file of all electronic instruments, common and specialized tools and to which Operating District each is assigned.
6. Contacting and working with Transportation Department relative to repairing, maintaining and servicing equipment.
7. Reporting common and specialized equipment and tool development to supervision and suggesting changes and/or refinements which would improve operations.
8. Operating all tractor-trailer units.
9. Operating power pavement saws.
10. Lubricating the above equipment on an "as required" basis and performing minor maintenance and adjustments in the field and/or headquarters.
11. Inspecting the above equipment for proper operation and reporting any defects, malfunctions or problems.
12. Checking all fluid levels daily (hydraulic, lubricating, fuel, cooling, etc.) on above equipment and maintaining them in accordance with prescribed manuals.
13. Performing inspection of hoist, cranes and other similar equipment, and slings, chains, cable, etc., as required.
14. Acetylene cutting of pipe for installation or salvage; cutting railroad and street car tracks, etc., for removal.
15. Attending tool manufacturers' seminars for the proper maintenance and repair procedure of new tools.
16. Working with other departments and understanding the critical nature of their operations for specialized equipment use.
17. Preparing time sheets, storeroom requisitions, vehicle condition reports, etc.

(REVISED - JULY 19, 1982)
(GAS OPERATIONS)
(GAS OPERATING DEPARTMENT)
(CONSTRUCTION & MAINTENANCE DIVISION)

68360

CLASSIFICATION: TOOL REPAIR SPECIALIST

A. DUTIES: (Cont'd)

18. Assuming responsibility for recording and reporting to supervisor the performance and maintenance of all common and specialized tools and equipment used by the Gas Operating Department.
19. Directing the work of other employees in this or less skilled classifications, when delegated.
20. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the Company.
21. Training by performing various operations under direction of more skilled personnel.
22. Instructing other employees in this or less skilled classifications to properly and safely perform their duties.
23. Performing 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 II, and in addition:

1. Must have worked as a Mechanic Operator II for three (3) years.
2. Must demonstrate ability to perform duties of this job through the medium of test 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 have an aptitude for operating, servicing, maintaining, and repairing common and specialized equipment and tools.
5. 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.

(REVISED - MAY 22, 1982)
(GAS DEPARTMENT) (GAS OPERATING DIVISION)
(CONSTRUCTION & MAINTENANCE SECTION)

68582

CLASSIFICATION: WELDER I

A. DUTIES:

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

1. Welding or brazing similar or dissimilar metals by the downhand, horizontal, forehand, and vertical-up techniques in the plant, shop, or field.
2. Reading blueprints, sketches, taking measurements, and laying out configurations so as to make completed assemblies.
3. Calculating and establishing stress points on piping systems for placement of pipe restraints when modification must occur because of non-standard field conditions.
4. Welding pipe, fittings, braces, brackets, or other metal parts into place to make completed assemblies when such welding has to be certified.
5. Working with other departments in the fabrication of specialized assemblies.
6. Changing the configuration of, and designing welding fittings to conform to prints, sketches and field measurements so as to eliminate undue loss or waste of material.
7. Repairing leaks by welding or brazing on pressurized piping and vessels operating at 60 psi or above.
8. Directing the work of other employees in this or less skilled classifications, when delegated.
9. Performing work assignments in accordance with departmental instructions, procedures, policies, and standards.
10. Performing work assignments in a manner which properly safeguards the public, employees, and property of others and the Company.
11. Training by performing various operations under the direction of more skilled personnel.
12. Instructing other employees in this or less skilled classifications to properly and safely perform their duties.
13. 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 Welder II; and, in addition:

1. Must have worked as a Welder II for one and one-half (1-1/2) 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 to read blueprints or sketches and be able to construct welding fittings or assemblies as shown by the blueprints or sketches.

(REVISED - MAY 22, 1982)
(GAS DEPARTMENT)
(GAS OPERATING DIVISION)
(CONSTRUCTION & MAINTENANCE SECTION)

68582

CLASSIFICATION: WELDER I

A. DUTIES: (Cont'd)

4. Must be able and willing to direct the work of other employees in this or less skilled classifications.
5. Must pass Welder I qualifying test as set forth in The Cincinnati Gas & Electric Company Gas Department Manual for Design, Construction, Operation & Maintenance.
6. Must possess welding skill to qualify for State Certification.

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

60613

CLASSIFICATION: CUSTOMER RELATIONS REPRESENTATIVE "B"

A. DUTIES:

Under directive supervision, on various work schedules, handles billing inquiries, service orders, trouble calls and related matters from customers and other sources by telephone or premise and by mail; handles customer business matters in a warm, friendly, conscientious and tactful manner to develop and promote the highest possible degree of customer relations; performing such duties as:

1. Using equipment such as: video display terminals, computers, typewriters, calculators, copiers, phones, cashier machines, microfiche, microfilm, and other similar equipment that may be needed in the performance of the employee's assignments.
2. Maintaining various customer files such as: applications, agreements, memos, account information cards, credit and service orders, deposits, preliminary service, automatic landlord succession file, microfiche, computer listings, uniform street index, Negative Credit file and other similar files.
3. Entering and verifying, within prescribed limits, data pertaining to the customer's amount to the Customer Service System, Uniform Street Index System and related systems.
4. Performing investigations and research and taking necessary measures such as: service application approval, high bill inquiries, courthouse records, the status of new meters sets, the percentage of income plan (pip) eligibility, non-executed and non-pay order and other service and/or billing related matters.
5. Handling inquiries and requests concerning billing and accounting matters; resolving high bill inquiries in a manner satisfactory to the customer and the Company; analyzing customer service requirements; explaining electric fuel charges and Purchased gas adjustment charges; effects of weather conditions and general concepts in the pricing of gas and electric service; offering service and conservation advice; explaining the costs of operating various appliances; promoting the value of service received; re-computing service charges including proration of billing, and all payment plan available.
6. Adjusting or making corrections when necessary; providing complete explanations to customers to settle misunderstandings; and handling each case promptly and completely to generate maximum customer satisfaction.
7. Explaining and applying Company policies and procedures, all government regulations as they relate to customer billing and service matters.
8. Handling all assignments from other departments in such a way as to further enhance our intended customer service standards.
9. Compiling data, maintaining records of job activities and preparing reports such as: keeping a daily tally of all new sets and preparing a monthly report, and deposit reports.
10. Coordinating and prioritizing the scheduling of work relating to external Customer needs such as: special requests, trouble calls, resumption of service, accepting applications for gas and electric service, temporary electric service and other service orders.
11. Analyzing customer's inquiries to determine nature of problems, request or complaint, attitude of customer, proceeding with the investigation and collection of data necessary to respond; conferring with other sections, divisions and departments when involved; preparing a complete reply and documentation; following up as required.

(NEW - OCTOBER 7, 1991)

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

60613

CLASSIFICATION: CUSTOMER RELATIONS REPRESENTATIVE "B"

A. DUTIES: (Cont'd)

12. Initiating contact with external and/or internal sources (i.e. agencies, customers, contractors, landlords, attorneys, and other departments), to handle matters such as: collections, billings, special reads and service orders.
13. Performing mathematical calculations and comparisons in accordance with established procedures designated by job assignment, either manually or computer-aided, to balance accounts receivable; calculate deposits, bills, reads and consumptions, or terms of a payment plan; or other similar functions.
14. Assisting in the review, revision, and preparation of office procedures and job training programs.
15. Training other employees in this and lower classifications.
16. Assisting in the duties of higher classifications for training purposes.
17. Performing other similar or less skilled work.

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 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 customers 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.

(REVISED 1 FEBRUARY 11, 2013)
(GAS OPERATIONS)

60829

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.
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.

(REVISED 11 FEBRUARY 11, 2013)
(GAS OPERATIONS)

60829

CLASSIFICATION: GAS OPERATIONS ADMINISTRATOR

A. **DUTIES:** - (Continued)

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.

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, or the equivalent.
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.

(REVISED ▯ FEBRUARY 11, 2013)
(GAS OPERATIONS)

60829

CLASSIFICATION: GAS OPERATIONS ADMINISTRATOR

B: QUALIFICATIONS: - (Continued)

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.

(REVISED -November 9, 1998)
(GAS OPERATIONS)

833

CLASSIFICATION: GAS TRANSPORTATION AND SUPPLY ADMINISTRATOR I

A. DUTIES:

Under general supervision, performs the tasks necessary to complete the flow of work through the Gas Rates & Transportation group; compile rate information, perform monthly Interruptible Transportation (IT) customer billing and Firm Transportation (FT) supplier billing, including maintenance and operation of Interruptible Transportation Bill Prep (ITBP) and GasFirm information/billing systems. Managing supplier FT program enrollment process and IT customer pool membership. In addition, performing such duties as:

1. Setting up and updating customer, supplier and pool operator account information in billing system(s). This includes determining the appropriate rate structures to be applied to the account based on knowledge of applicable gas tariffs, and updating relevant account information as needed (name/address changes, alternate fuel types, all meter and Automatic Meter Reading system (AMR) information, Cinergy representative name, pool membership, etc.).
2. Preparing, checking and distributing monthly rate information. Entering rates into billing system(s). Based on knowledge of functionality of billing system and applicable gas tariffs, setting up and maintaining ¶ Special Contract¶ or special billing circumstance customer accounts (i.e. using rate exceptions or by ¶ building¶ custom rate structures...), etc.
3. Preparing, checking and distributing monthly invoices of gas transportation customers. This includes calculation and inclusion on invoice of any extraordinary charges not automatically computed by billing system(s), including charges resulting from Operational Flow Orders (OFOs), based on interpretation of conditions specified in OFO notice.
4. Preparing and checking invoices for amounts owed by and to FT pool operators, and prepare voucher electronic funds transfer information for amounts owed to FT pool operators.
5. Coordinating activities of several individuals involved with monthly pre-billing procedures regarding checking customer usage, rate, and billing information to insure a high degree of accuracy in customer billing. This process includes secondary verification of rates and customer usage information in billing system(s).

(REVISED -November 9, 1998)
(GAS OPERATIONS)

833

CLASSIFICATION: GAS TRANSPORTATION AND SUPPLY ADMINISTRATOR I

6. Investigating discrepancies with meter readings/customer usage to aid in determining the correct mcf volume to be used for billing, based on familiarity with information provided by the AMR system.
7. Utilizing billing system(s) and AMR system as tools to recognize erroneous meter reads/usage information, malfunctions in meters and associated equipment, and changes in delivery patterns.
8. Serving as central point of contact for FT pool operators regarding such things as: supplier approval process, customer sign-up and supplier billing activity. In this role, acting as liaison between suppliers/pool operators and other departments within Cinergy to coordinate supplier qualification process, resolve supply, gas balancing, customer usage and billing problems.
9. Maintaining approved FT gas supplier list, IT pool operator list and IT customer pool membership records.
10. Setting up User IDs and Passwords for customers and suppliers in Electronic Bulletin Board (EBB) System.
11. Maintaining information concerning transportation customers and/or pool operators imbalances, including calculating and scheduling resolution of FT Supplier true-up volumes.
12. Contacting transportation customer/pool operators regarding items including but not limited to: pool membership status, imbalances, usage discrepancy information, and billing inquiries.
13. Faxing Operational Flow Order (OFO) and interruption notices to customers and/or suppliers. Insuring proper follow up as needed with phone call to specified customers/pool operators.
14. Acting as back-up for transportation gas nomination/confirmation function as directed, including updating all necessary pipeline data interchange such as confirmations, Pre-Determined Allocations (PDA), etc., and updating Cinergy EBB.
15. Preparing daily and/or monthly reports regarding customer and/or supplier deliveries and imbalances.
16. Updating manual and computer records for various other reports.

(REVISED -November 9, 1998)
(GAS OPERATIONS)

833

CLASSIFICATION: GAS TRANSPORTATION AND SUPPLY ADMINISTRATOR I

17. Directing, auditing and training of the work performed by employees in this or lower job classifications.
18. 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 all the qualifications and have successfully performed the duties required of a Gas Transportation and Supply Administrator II or a Gas Document Administrator II of a period of one (1) year or a Stenographer in Gas Operations for a period of one (1) year.
2. Must demonstrate the ability to perform the duties of Gas Transportation and Supply Administrator I.
3. Must have successfully completed the required core training classes needed to enter this job classification.
4. Must be capable of conducting statistical studies and preparing clear and concise reports.
5. Must be able and willing to assume responsibility to direct the work of others in lower job classifications.
6. Must have a general knowledge of Cinergy's gas supply work operations and gas delivery systems.
7. Must have a working knowledge of the department's record system and files pertaining to gas measurement.

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

68586

CLASSIFICATION: WELDER II

A. DUTIES:

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

1. Welding by the oxy-acetylene and shielded arch method or brazing of similar metals by the downhand, horizontal, or forehand techniques in the shop, plant or field.
2. Cutting, beveling or otherwise preparing Metals for welding into finished products.
3. Welding pipe, fittings, braces, brackets or other metal parts into place to make completed assemblies when such welding does not have to be certified.
4. Repairing leaks by welding or brazing on pressurized piping and vessels operating below 60 psi.
5. Making bell hole or position welds in the plant, shop or field.
6. cutting metal using carbon arc or oxy-acetylene cutting torch.
7. Welding parts and making repairs on automotive or other equipment.
8. checking fluid levels and inspecting welding machines for proper operation, maintaining such machines in accordance with prescribed manufacturer's manuals and reporting any defects, malfunctions or problems.
9. Making practice position welds to acquire greater skill.
10. Welding, when necessary from ladders, platforms or scaffolding.
11. Determining types and quantities of materials needed for various jobs and requisitioning same.
12. Inventory welding supplies and report deficiencies for purchase.
13. Directing the work of other employees in this or less skilled classifications, when delegated.
14. Performing work assignments in accordance with departmental instructions, procedures, policies and standards.
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 direction of more skilled personnel.
17. Instructing other employees in this or less skilled classifications to properly and safely perform their duties.
18. Performing other similar or less skilled work, as assigned.

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

68586

CLASSIFICATION: WELDER II

B. QUALIFICATIONS:

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

1. Must have worked as a Mechanic Operator II a minimum of two (2) years.
2. Must demonstrate ability to perform duties of this job through the medium of tests designed for measuring individual qualifications before entering this classifications.
3. Must be able and willing to direct the work of other employees in this or less skilled classification.
4. Must pass Welder II qualifying test as set forth in The Cincinnati Gas & Electric Company Gas Department Manual for Design, Construction, Operation & Maintenance.
5. Must possess the welding skill to qualifying in accordance With API 1104 or ASME section 9 latest edition on a schedule as set forth in the Code of Federal Regulations Department of Transportation 192.227.

DUKE ENERGY JOB DESCRIPTION

Job Title: Supv, Propane Operations	
Job Code: (Add if existing, new codes to be completed by HR)	FLSA Status: (To be completed by HR)
Business Unit/Department: Pipeline Operations	
Work Location: Erlanger and Eastern Avenue Gas Plants	
Reports To (Job Title): Manager, Propane Operations	
Form Completed By: Chris Lawhead	Date:

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

To direct the operation of the propane peak shave plants.

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

Supervises and directs the activities of the Propane Gas Plant Operators as they perform various duties related to the safe and efficient operation of the plants, Hazardous Liquid Lines (HLL) and liquid propane caverns. Supervises the operation and maintenance of plant equipment as well as that equipment located at the Constance Cavern. Direct plant personnel while unloading propane trucks for the purpose filling the caverns.

% of Time Performed	Major responsibilities and specific job duties
25%	Provides leadership in accomplishing goals and strategies that comply with corporate goals.
25%	Responsible for meeting center O&M budget.
20%	Responsible for coordinating work efforts with other company departments, contractors and individual customers.
15%	Ensuring that employees are adhering to all safety rules and procedures.
15%	Responsible for maintaining the propane production facility, loading fuel cavern and production of propane air for peak shave as needed for critical system supply.

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:	Must have a high school diploma and be willing to acquire some college or technical training with Engineering, Management or Business areas; Bachelor's Degree in Engineering Technology, Management, or Business and some exposure to Gas Operations.
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	8 years▯ experience in Gas/Pipeline Operations
Years of prior work related experience in addition to a degree:	5 years▯ experience in Gas/Pipeline Operations
Licenses, certifications or registrations:	

Job-specific knowledge, skills or abilities:	<p>Must have thorough knowledge of the gas feeder line, gas distribution and peak shave mixing system, and distribution system.</p> <p>Proficient in the use of information systems, including PC applications, such as MS Access, Word, and Excel. Must be able to analyze problems as they relate to the natural gas system and find solutions to resolve the situation.</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.
 - Knowledge of the gas industry and the properties of natural gas and liquid propane.
 - Knowledge of the Company's software systems: small world, CCMS, CIS and corporate financial/accounting tools.
 - Knowledge of DOT CFR 192, DOT CFR 195 and NFPA 59
 - Knowledge of the F/L and distribution system including MAOPs and pressure rating of pipe.
 - Knowledge of regulators, valves, over pressure equipment, and other equipment used in the controlling the natural gas system.
 - Knowledge of all safety rules and procedures
 - 40hr HAZWOPER

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, mainframe and software applications.
 - Overtime

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
7	GAS PLANT OPERATORS	D	N

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: Engineering, Field Operations, Contractor Construction Management, Integrity Management, Regulatory Compliance, Service Delivery, and Gas Control.

2. To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations: Large IT Customers, vendors, engineering firms, Public Utility Commission Regulators, American Gas Association, Kentucky Gas Association, Ohio Gas Association, and local government agencies.

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**

Job Title: Specialist, Gas Transportation & System Administration Job Code 108232	
Department/Location: City Gate Operations / 4th & Main, Cincinnati, OH	
Form Completed By: Mitch Martin	Date: 4/28/2011
Approved By:	Date:
Revised	Date:

I. JOB SUMMARY:

Under general supervision, responsible for ownership of billing process for large gas transportation customers and administration of Gas Transportation Management System. Provides a wide variety of duties as back-office support for the Gas Customer Accounts organization to effectively deliver superior service to Duke Energy's largest gas customers.

II. ORGANIZATION:

List position titles that typically report to the position being evaluated. Indicate the reporting relationship: (D)irect or (I)ndirect, number of incumbents, and FLSA status: (E)xempt or (N)onexempt.

#	TITLE	RELATIONSHIP	FLSA
1	Gas Transp and Supply Admin I	Indirect	N

- Indicate key peer contacts or relationships (internally/externally):
 - Lead Rates Analyst
 - Specialist, Gas Customer Accounts & Projects
 - Specialist, Gas Transportation Programs
 - Applications Portfolio Manager
 - Sr Business Operations Analyst
 - Sr Engineer/Engineer II (Metrotek)
 - Scheduler/Sr. Scheduler (external)

- Title to which the evaluated job reports: Manager, Citygate Operations

III. DUTIES & RESPONSIBILITIES

(Describe the major responsibilities and list specific job duties/activities required to successfully perform each responsibility. Indicate the percentage of time spent on each responsibility.)

% of Time	Duties & Responsibilities
45%	1 System Administration for the Gas Transportation Management System (GTMS) <ul style="list-style-type: none"> • Development of the strategic roadmap for GTMS, a mission-critical application

% of Time		Duties & Responsibilities
		<ul style="list-style-type: none"> • Prioritization of defects and enhancements for scheduled maintenance releases • Identification of defects, evaluation of alternative solutions and making decision on optimal course of action • Lead customer meetings to discuss system performance with users and discuss enhancement requests • Evaluate enhancement requests for viability and cost impact; make go/no-go decision • Lead system upgrade projects (jointly with IT project manager) • Perform as both testing manager and lead tester; delegate testing responsibilities to other Duke resources • Manage scheduled releases regarding planning, content, deadlines, testing, workarounds, and business impact • Assign security roles to new users; evaluation of user access needs • Coordinate SOX compliance for GTMS; implement proper business controls • Act as liaison with GTMS interfaces, including CMS, Customer Hub, eClips, EDMS, and Metretek • Meet with stakeholders in the business to provide status updates and resolve issues • Development and delivery of training materials to internal and external users
30%	2	<p>Ownership of Gas Transportation Customer Billing Process</p> <ul style="list-style-type: none"> • Interpret tariffs and approve monthly billing rates • Lead monthly pre-billing meeting to implement billing policies • Act as liaison with Rate Department and Revenue Services to coordinate billing functions • Review, sample and approve customer bill calculations; make monthly go/no-go decision to release bills to CMS and customers • Oversee calculation of special contract bills and exception rates/calculations • Oversee the procurement of billing-quality gas usage data • Identify changes in rate structures and applicability that would cause programming changes to Gas Operations applications; evaluate alternative methods to implement changes and provide recommendations to Gas Operations management • Investigate and resolve significant billing discrepancies/issues • Review and approve pipeline measurement reporting, btu conversion factors, and retainage/lost and unaccounted for gas calculations, which has a financial impact on transactions with 3rd party gas suppliers/pool operators • Lead Gas Measurement Committee to investigate measurement concerns and unaccounted for gas levels
25%	3	<p>Provide curtailment and analytical support to Customer Accounts organization</p> <ul style="list-style-type: none"> • Monitor unauthorized gas usage during a curtailment period; influence customers to stop gas use; make decision to valve off customer when necessary • Assist in the development of annual curtailment plan • Ownership and implementation of meter pulser tariff program • Investigate and resolve missing usage/missing revenue situations • Perform usage analysis and trending by customer and industry • Prepare rate analysis for customers; participate in customer meetings • Analysis of interruptible customer summer minimums; make recommendations to management regarding continued eligibility for interruptible transportation tariff • Manage relationship with Technical Services to obtain month-end reads and resolve Duke and customer equipment problems
	4	

% of Time	Duties & Responsibilities
5	

IV. JOB QUALIFICATIONS

1. List the **basic qualifications** for the job, including work experience and education, which are essential for competent job performance. Focus on skills and knowledge the incumbent needs immediately to perform at a competent level. Indicate the minimum formal education and number of years of prior related work experience required. List any licenses or certifications required for the job.
 - Associate's Degree from an accredited university or college in Business, Accounting, Finance or other field requiring a high level of math proficiency or five years of related work experience.
 - Required computer skills include a high level of proficiency in utilizing spreadsheet and database software (Microsoft Office Products such as Excel, Access).
 - Demonstrated ability and previous experience in understanding, interpreting, communicating and analyzing financial data.
 - High level of accuracy in work product.

2. List the **desired qualifications** for the job, including work experience and education. Include additional job-specific skills, knowledge, education, and training/experiences that will assist with job success, but not essential or can be readily developed on the job.
 - Gas industry experience and knowledge sufficient to perform described duties and responsibilities.
 - Working knowledge of Duke financial tools such as Business Objects, PeopleSoft, etc.
 - Strong accounting background and experience with SOX controls
 - Proficient verbal and written communication skills.
 - Demonstrated effective teamwork skills.
 - Demonstrated organizational and time management skills.
 - Demonstrated ability to work independently with minimal day-to-day direction while maintaining expectations.
 - Demonstrated ability to direct the work of others.

3. List the environment, physical and other requirements of the job.
 - Position is on-call 24x7, 365 days/year

EEO Statement: *Duke Energy does not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, ethnicity, citizenship, sexual orientation, age, marital status, disability, genetic information, status as a Vietnam Era, special disabled, recently separated or other protected veteran. Duke Energy also complies with all applicable federal, state, and local laws prohibiting discrimination.*

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.*



Job Title: Specialist, Gas Financial Services	Job Code: 54251
Job Family:	Location: 4 th & Main, Cincinnati, OH
Revision Date: February 2014	Exempt/Nonexempt: Exempt
Reports to: Manager, Citygate Operations	Direct Reports (Y/N): N

POSITION OVERVIEW

Under general supervision, interpret interstate pipeline FERC tariffs and gas suppliers' contracts in order to audit and process for payment monthly invoices for purchased gas and pipeline transportation services. Prepare monthly accounting entries for inclusion in the Financial Statements.

DUTIES AND RESPONSIBILITIES

- Reconcile gas commodity and pipeline transportation billing transactions with provisions of contracts for services provided, and having done so, initiate process for payment in a timely manner.
- Maintain concise records of all gas commodity and gas pipeline billing transactions in order to facilitate audits of same by internal and external auditors.
- Calculate and track storage balances based on the virtual dispatch and reconcile with the physical balance per the pipeline.
- Prepare the monthly purchased gas expense statements, which are reflected in the Company's monthly financial statements.
- Reconcile General Ledger Accounts related to gas purchase entries.
- Gather measurement data from interstate pipelines to determine the total volume of delivered gas and generate reports for verifying pipeline invoices and determining amounts owed to the asset manager.
- Work independently with auditors, both internal and external, to explain methodologies and procedures used in the payment for gas commodity purchases and pipeline transportation volumes.
- Utilize PC software to prepare and run various accounting and financial reports for internal use and for external reporting to regulatory agencies.

MINIMUM REQUIREMENTS

- Bachelor's degree in business, finance, accounting or other field requiring a high level of math proficiency; or five years of related experience.
- Required computer skills include a high level of proficiency in utilizing spreadsheet and database software, as for example Excel and Access.
- High level of math proficiency.
- High level of accuracy in work product.

DESIRED REQUIREMENTS

- Gas industry experience and knowledge sufficient to perform described duties and responsibilities.

DESIRED BEHAVIORS (COMPETENCIES)

- Achievement Orientation
- Communication
- Innovation/ Continuous Improvement
- Team Player
- Attention to Detail
- Decision Making
- Planning and Organizing
- Motivational Fit
- Inter-personal Skills/Sensitivity, and
- Technical and Professional Proficiency.

ENVIRONMENT, PHYSICAL & OTHER REQUIREMENTS

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.



POSITION DESCRIPTION

Position Title: Distribution Project Specialist	Date: October 2016
Job Code: 111858	FLSA: Exempt
Reports To: Operations Manager or Operations Supervisor	
Department: Utility Operations	

Position Purpose:

The Distribution Project Specialist assists the resource center management staff with operational planning, coordination and scheduling of construction projects. The incumbent is responsible for the execution of assigned projects from creation to completion.

Dimensions:

This position does not have any responsibilities for direct supervision of employees but does have responsibilities for coordinating, leading and assigning the work of company crews as well as acting as a liaison with contract crews. The incumbent has full project life cycle responsibility, and may provide assistance or training to a less experienced Construction Project Coordinator - Associate.

Nature and Scope:

This position exists in resource centers to help the management team be more efficient and effective in managing employee, contractor and budget resources through a tactical focus on work flow and strategic initiatives. This position will also be responsible for analysis of data for tracking, analysis of trends and providing accurate cost estimates to customers and contractors for work to be performed.

Principal Accountabilities:

- Assist resource center management with day-to-day scheduling of construction work to be performed by both company and/or contract crews. Schedule and/or assign work based upon priority of work to be done and time required for completing tasks. Coordinate work assignments and schedules of contract crews. May audit completed work of contract crews.
- Coordinate with internal inventory specialists, storekeepers, material technicians, vendors, and suppliers for timely ordering and delivery of materials and supplies as related to projects.
- Act as a liaison with local, state and federal government on current and pre-construction issues. Coordinate between operations and service groups on all DOT reporting requirements. Manage conflicts and negotiate solutions.
- Prepare or assist with designs and cost estimates from scope of work and project requirements.
- Ensure all required documents for proposed work are complete before installation (permits, encroachments, etc.)
- Obtain or ensure all applicable permits are in compliance.
- Coordinate all steel taps (TDW & Distribution).
- Prepare and coordinate all street cut permits with city projects. Address paving issues when needed.
- Prepare budgets and forecasts for short and long term planning.
- Work as a liaison between sales and operations staff providing feasibility on customer additions and extensions.
- Negotiate and/or assist with landowner acquisition as needed (i.e., easements).
- Coordinate updates to GIS with appropriate GIS personnel.

- Maintain records to ensure audits are performed as needed.
- Coordinate and inspect contractor crews, as needed, for the installation of new services and main extensions. Making sure on time completion to deliver excellent customer service.
- Provide professional and effective customer service. Respond to customer inquiries to resolve issues or involve management in a timely manner.
- Responsible for or assist with keeping historical records on all operational projects and compiling reports.
- Provide accurate cost estimates for materials and assemblies to customers, contractors, etc., and coordinate the scope of work and timeline with management.
- Maintain knowledge and comply with all company system designs and construction procedures as detailed in the engineering and construction manuals.
- Analyze and report on variance and drive continuous improvement initiatives to reduce variance.
- Perform other duties as required and assigned.

Knowledge, Skills & Abilities:

Minimum Qualifications:

- Associate's degree or high school diploma / GED and 2 years of experience with construction projects and excavation work
- Proficiency with office equipment and related software applications
- Excellent verbal and written communication skills with the ability to communicate enterprise wide effectively
- Demonstrated organizational skills
- Mathematical aptitude
- Solid understanding of gas and pipeline operations
- Demonstrated knowledge of basic accounting principles and contract administration
- Strong business acumen with emphasis on critical thinking and strategic planning.
- Knowledge and understanding of engineering designs and ability to interpret construction plans and drawings
- Ability to navigate interpersonal relationships with success
- Knowledge and experience with applicable government rules and regulations
- Solid understanding of safety rules, regulations and policies
- Demonstrated ability to manage projects or multiple tasks concurrently
- Demonstrated analytical and problem-solving skills
- Ability to work independently
- Ability to plan and estimate costs for construction work
- Knowledge and experience with locating equipment
- Demonstrated experience with computer assisted design/drafting software such as GIS, AutoCad or Micro Station and other PNG technology platforms like PowerPlant, Stars, Service Suite, etc.

Desired Qualifications:

- Bachelor's degree in a related field
- Experience presenting and facilitating to various audience sizes
- Lean Sigma Green Belt certification or other continuous improvement training

Physical Requirements:

- Able to endure long periods of sitting, standing, or using the computer
- Good visual acuity and hearing
- Lift carry, push, pull, or otherwise move objects up to 50 lbs.
- Walk on uneven terrain
- Work outdoors in adverse weather conditions

Other Requirements:

- Valid driver's license
- Availability for emergency on-call duty

any time and in its sole and absolute discretion, to adjust this job description and the information provided herein. This job description is not intended as, and in no way constitutes, an employment contract.



JOB DESCRIPTION

Job Title:	Integrity Risk Program Manager	Date:	August 2017
Reports To:	Manager □ Distribution Integrity	FLSA Status:	Exempt
Department:	Gas Asset Risk Management	Job Code:	

Position Purpose:

Oversee the development and implementation of distribution compliance programs and activities to mitigate risk identified through the Distribution Integrity Management Program (DIMP). Development of these programs includes initiating and finalizing the scope, schedule, and budget requirements. Implementation includes process creation and documentation, coordination with operations personnel and/or contractors to launch the program (when appropriate), and creation of appropriate timelines, milestones, program measures, and reporting to ensure the success of each program. Examples of the programs are:

- Distribution Integrity Management
- Damage Prevention
- Odorant Monitoring
- Corrosion Control
- EPA Methane Challenge
- Mechanical Fitting Failures
- Cross-Bore (Sewer Laterals)
- Leak Management
- Tracking and Traceability / RTVC
- Service Line Replacement (SLIP and ASRP)

Nature and Scope:

The Integrity Risk Program Manager will oversee the development and implementation of solutions for several projects and ensure that solutions meet stakeholder needs.

Strong and effective oral / written communication skills are a critical part of the position. The Integrity Risk Program Manager works with in-house technical staff, management at various levels, field operations employees, contractors, and vendors. It is essential that the incumbent have the capability of communicating with personnel in these various positions.

Essential Responsibilities:

	% of Time
1. Oversee the development and implementation of all activities and related processes pertaining to compliance programs	30%
2. Develop, communicate, and gain approval for the scope, cost, and schedule required to fully implement a compliance program to mitigate risk identified by the DIMP Plan in the safest and most efficient manner possible	20%
3. Maintain and update all written program processes and coordinate the aggregation and storage of all compliance program related business records	15%
4. Coordinate with operations personnel and/or contractors to implement compliance programs	10%
5. Ensure appropriate performance measures and reporting are established for each compliance program	10%
6. Manage solution for the exchange of information to stakeholders	10%
7. Perform other duties as assigned.	5%



Education:

Minimum Education

- Bachelor's degree in engineering, management or a related field or equivalent combination of education and experience

Desired Education

- Certification for Project Management
- Certification for Lean Management Principles

Experience, Skills & Competencies:

Minimum Qualifications

- Five (5) years of natural gas related experience
- Demonstrated effective oral and written communication skills, including presentation skills
- Demonstrated computer skills including Microsoft Office Suite software, data base operations, and Adobe products
- Demonstrated ability to prioritize tasks in a fast-paced environment along with the ability to manage multiple tasks in a dynamic and stressful environment
- Ability to work in a self-directed manner with little or no supervision
- Working knowledge of natural gas federal and state regulatory codes and standards
- Demonstrated process development experience
- Demonstrated project management and planning skills and abilities
- Demonstrated behaviors that align with company shared values - Embracing and consistently exhibiting the shared values espoused by the organization including integrity, dependability, continuous personal and Company improvement, demonstration of high ethical standards and respect.

Desired Qualifications

- Familiarity with Company's software applications (e.g., SharePoint, DCMS, S2K, GIS, etc.)
- Working knowledge of natural gas pipeline operations and/or construction
- Working knowledge of the contracting process
- Proficiency with project management software (Microsoft Project, etc.)
- PMI Project Management Certification: PMP (Project Management Professional)

Physical/Other Requirements:

- Sedentary work exerting negligible amount of force frequently or constantly and/or up to 10 lbs. of force occasionally to lift, carry, push, pull, or otherwise move objects, involves sitting most of the time at a computer, but may involve walking or standing for brief periods of time
- Good vision and hearing acuity for communication with others
- Able to be flexible with work schedule and work additional hours as needed
- Travel up to 30%. Travel to all resource centers to work with various stakeholders. Attendance at industry conferences and regulatory reviews required.

The above job description does not encompass the totality of the responsibilities, obligations, competencies, tasks, and duties required of this position, and is intended only to convey the general requirements and accountabilities sought of the employee(s) assigned to this classification and potential applicant(s). Piedmont Natural Gas Company, Inc (Piedmont) reserves the right, at any time and in its sole and absolute discretion, to adjust this job description and the information provided herein. This job description is not intended as, and in no way constitutes, an employment contract.



POSITION DESCRIPTION

Position Title: Construction Superintendent	Date: November 2011
Job Code: 070393	FLSA: Exempt
Reports To: Engineering Project Manager	
Department: Engineering and Technical Services	

Position Purpose:

To plan, coordinate and supervise transmission pipeline and facilities work utilizing internal and external resources. To ensure all activities related to the work are performed in a safe, compliant and efficient manner according to all federal, state, and local regulations as well as all company policies and procedures. To lead field efforts required to develop detailed cost estimates for transmission pipelines and related facilities.

Dimensions:

New transmission pipeline construction projects:	\$1mm to \$50mm annually
Employee supervised:	1-2 exempt employees
Contractor Crews supervised:	Varies by project

Nature and Scope:

Supervises and directs employees and contractors on a daily basis to accomplish construction assignments. Primary Company contacts include, Construction Specialists, Welders, System Integrity Specialists, Operations Supervisors, Operations Technicians, Measurement and Regulator Technicians, and Engineers. Primary external contacts include pipeline contractors, NCUC and PSC inspectors, local and State level representatives of DOT, property owners, land survey personnel, environmental permitting personnel, city and county personnel, and land acquisition agents. Is the primary onsite Company representative to private and public parties/agencies during all phases of construction.

Directly responsible for development, coordination and field execution of transmission operating routines involving large and complex pipeline facilities where accidents or poor adherence to plans could lead to substantial injuries to people and damage to property.

Responsible for field incident management related to transmission line emergencies. Serves as liaison between Corporate Engineering and District field personnel during emergencies.

Principal Accountabilities:

- Provide pipeline construction services to include coordination and quality assurance of major pipeline projects and facilities including transmission pipelines, regulator stations, pipeline upgrades and retrofits, and combustion turbine stations to insure code and company installation standards, and to insure safe and reliable commissioning of these facilities. Directly responsible for various aspects of large transmission pipeline construction projects including; safety, environmental, contractual, progress reporting, payment verification, field modifications, operating routines and scheduling.
- Assist with pre-construction activities for multiple projects to include planning and routing of proposed cross-country pipeline right-of-ways and station sites, along with proposed property owner identification and notification along these routes.

- Serve as chief field inspector managing third party inspectors, contractor crews, survey and environmental personnel throughout duration of pipeline projects.
- Provide professional job knowledge and technical expertise regarding transmission pipeline construction, operation and maintenance, welding, and tapping and stopping operations.
- Provide total project management for transmission pipeline relocations, including customer contact, estimating, material specification and procurement, planning, contractor coordination, execution, inspection, Operating Routine preparation and field implementation.
- Provide value-engineering services to districts to insure that proper and cost effective construction methods and procedures are utilized.
- Coordinate emergency response as required.
- Provide supervision, performance evaluation, training and development opportunities for assigned staff.

Knowledge, Skills & Abilities:

Minimum Qualifications:

- High school diploma or equivalent
- Valid driver's license
- 15 years of work experience in the natural gas industry, with 10 of those years in transmission pipeline construction
- Ability to read and comprehend engineering drawings and maps
- Experience with all aspects of the complete job cycle, project estimation, route selection, pipeline design, surveying, permitting, land agents, field inspection and commissioning of the pipeline
- Familiarity with Federal DOT gas pipeline regulations
- Demonstrated effective communication skills to include written, verbal and interpersonal skills
- Ability to achieve results with minimal direct supervision
- Previous experience coordinating response actions

Desired Qualifications:

- Associate's degree or equivalent in a relevant field
- Experience as a Welder or Tapping and Stopping Technician
- Supervisory or leadership skills training and experience
- Experience in developing and executing operating routines
- Familiarity with Piedmont Engineering Policies and Procedures and local and state regulations
- Commercial Driver's License (CDL)

Physical and Other Requirements:

- Frequent overnight travel
- Ability to safely maneuver under various conditions at construction sites
- Walking on uneven terrain for long periods
- Working outside during extreme heat or cold
- Periodic on-call availability
- Keen sense of smell
- Good visual acuity

Job Title: Lead, Gas Procurement & Analysis	Job Code: 54236
Job Family:	Location: 4 th & Main, Cincinnati, OH
Revision Date: August 25, 2005	Exempt/Nonexempt: Exempt
Reports to: GM, Gas Commercial Operations	Direct Reports (Y/N): N

POSITION OVERVIEW

Under general supervision, with wide latitude for independent action, secures the gas supply and interstate pipeline capacity necessary to ensure natural gas is available to gas customers in the core service territory.

DUTIES AND RESPONSIBILITIES

- Utilize standard analysis methodologies, as well as develop and incorporate new methods and ideas, to maximize gas supply reliability, low cost, and mitigation of volatility, thus helping to ensure approval by state utility commissions for recovery of expenditures in rates.
- Assist in development and implementation of long-term and short-term supply strategies, researching, compiling and analyzing pertinent information for review by gas operations personnel.
- 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 and consumers.
- Obtain real-time natural gas pricing in the cash and derivatives markets, and develops in-depth analysis methodologies necessary to perform function of gas supply procurement in a competitive manner.
- Research and compile up-to-date data and analysis of data for daily winter meetings in which decisions are made regarding supply nominations, north/ south delivery requirements, and system utilization adjustments, including but not limited to operational flow orders and/or gas curtailments.
- Utilize, amend, and create as necessary, computer programs to perform regression analysis and other functions on factors that affect gas supply pricing.
- Develop and maintain documentation which may be reasonably anticipated to be requested during audits, including but not limited to: information reviewed at gas supply meetings and summaries and analysis of purchased gas data.
- Serves as liaison with 3rd party gas supply management personnel, as necessary when Company utilizes this type of arrangement.
- Coordinate Company's involvement in bi-annual PUCO mandated audit of the gas procurement function, including preparation of all interrogatories and data requests.

MINIMUM REQUIREMENTS

- Bachelor's degree in business, statistics, finance, accounting or related field.
- 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.).

DESIRED REQUIREMENTS

- MBA or Masters degree in Quantitative Analysis
- Experience in gas supply/ transportation field.
- Knowledge of natural gas price hedging techniques and of transporting natural gas on various interstate pipelines.

DESIRED BEHAVIORS (COMPETENCIES)

- Analysis/ problem solving
- Attention to detail
- Interpersonal skills/ sensitivity
- Planning and Organizing
- Technical and Professional Proficiency

ENVIRONMENT, PHYSICAL & OTHER REQUIREMENTS

- On Call
- Ability to effectively communicate with internal and external customers.

EEO Statement:

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.

DUKE ENERGY JOB DESCRIPTION

Job Title: Manager of Continuous Improvement and Data Performance	
Job Code: (Add if existing, new codes to be completed by HR)	FLSA Status: (To be completed by HR)
Business Unit/Department: Gas Operations Support	
Work Location: This position can located anywhere in the enterprise	
Reports To (Job Title): General Manager, Gas Operations Support	
Form Completed By: Jeremy Koster	Date: New <input type="checkbox"/> Revised <input type="checkbox"/>

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

The Manager of Continuous Improvement and Data Performance leads the hub for process excellence, quality assurance and data provisioning and visualization for the gas operations landscape. While leading data and quality teams the manager mentors process owners who are embedded in the line of the business and ensures the portfolio of improvement projects meets and or exceeds the company goals and business strategy. Lastly, gas operations root cause analysis is driven from the team this manager leads in partnership with Human Performance. Lastly, it is this managers responsibility to foster a data driven, improvement focused mindset within the natural gas business unit.

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

% of Time Performed	Major responsibilities and specific job duties
30%	Mentoring gas operations process owners and liasoning with gas operations senior management to gain buy in and drive process performance and efficiencies.
30%	Partner and consult with gas operations leadership as well as external customers (i.e gas distribution contractors) to understand reporting and metric needs and then lead the data performance team to deliver upon the customer's expectations.
30%	Championing the QA/QC team to drive quality with material suppliers, contractors, and internal teams.

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

Educational Background/Type of degree □ High School, Associate, Bachelor, Master:	Bachelors degree
Years of prior equivalent work related experience in lieu of a degree (if applicable) :	NA
Years of prior work related experience in addition to a degree:	5 years experience in gas operations, quality, project management and or process improvement
Licenses, certifications or registrations:	Project Management Certification or equivalent, Gas Association Leadership
Job-specific knowledge or skills:	IT/IS expertise and delivery methodology, process tool application, Excel, Sharepoint, Data Warehouse Familiarity

2. DESIRED QUALIFICATIONS: Masters degree, Operations Support Experience, Facilitation and Presentation, SQL SSRS, Lean Sigma or Six Sigma Blackbelt, Agile Methology, PMP Certification, Advanced Excel or Access, Work Management Experience, Demonstrated ability to communicate at the executive management level, managing virtual teams, Ability to lead and manage change.

3. WORKING CONDITIONS:

Frequent and prolonged periods of time working at a desk using a computer
 25% Travel with some overnight stay
 Urgent, Fast Paced Environment

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
1	SUPERVISOR, DATA PERFORMANCE	D	EXEMPT
1	SUPERVISOR, GAS OPERATIONS QUALITY	D	EXEMPT
6	QUALITY ASSURANCE TECHNICIANS	I	NON EXEMPT
4	DATA PERFORMANCE SPECIALISTS	I	EXEMPT

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: Process Owners
- To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations: All Gas Operations VPIs, Directors, General Managers, and Managers. Regional Directors and Managers in Sales, Service Delivery, and Human Performance. Shared Service IT Leadership and Resources. Gas Distribution Construction Contractors. Technical Field Operations Management and team members.

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.

(New) DUKE ENERGY JOB DESCRIPTION

Job Title: Manager, Gas Ops Engineering	
Job Code: 121835 (Add if existing, new codes to be completed by HR)	FLSA Status: (To be completed by HR)
Business Unit/Department: Gas Engineering	
Work Location: Ohio-Cincinnati	
Reports To (Job Title): Dir Integrity Mgmt, Eng&Growth	
Form Completed By: John Hill	Date: 2-1-16

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?

Supervises engineering personnel and resources to provide responsive and cost effective engineering services matched to customer work scopes and budgets. Provides technical guidance and coordinates the professional development of engineering and technical personnel. Evaluates work performance and manages salary and administrative functions for engineering and technical personnel. Develops and maintains standardized corporate engineering practices to ensure Industry Standards in technical quality and proficiency.

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
40	Manages and oversees the Gas Engineering workgroup and monitors the department's goals and performance.
10	Communicates with Commission staffs and external pipeline safety personnel ∅ PUCO, KPSC, and DOT.
10	Oversees consulting and contractor workforce providing direct support for Engineering projects.
10	Manages safe work method applications, safety management techniques and governmental requirements for operational work.
20	Oversees approximate \$50M ∅ \$75M O&M and capital budget for Engineering related projects.
10	Participates in corporate initiatives and special projects.

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:	Must have a BS in Engineering or Engineering Technology from an ABET accredited program
Years of prior equivalent work related experience in lieu of a degree (if applicable):	N/A
Years of prior work related experience in addition to a degree:	10 Years of relevant Experience

Licenses, certifications or registrations:	Professional Engineering License Valid drivers license
Job-specific knowledge, skills or abilities:	<p>Knowledge of the gas industry, standards, processes, procedures, and regulations</p> <p>Must display strong orientation for safety, customer service, communication and leadership</p> <p>Must have displayed capabilities in a leadership role (major project, corporate initiative, team lead, etc.).</p> <p>Must consistently exhibit a high degree of ethics.</p> <p>Highly proficient in the use of information systems, including PC applications, such as MS Access, Word, and Excel</p> <p>Able to work under tight timelines, meet deadlines, and perform in stressful conditions</p> <p>Occasional travel</p> <p>Overtime</p> <p>On call nights and weekends</p> <p>Knowledge of the Engineering & Construction Process, Standards Programs; Budgeting and Financial Management; Customer Service; Knowledge of Maintenance Programs, Knowledge of the State and Federal Regulatory Requirements.</p> <p>Knowledge of the basic principles of project management</p>

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.

- Membership in professional and technical organizations that support Dukes objectives is desirable.
- Should be knowledgeable of the type of work being performed within the group.
- Should be knowledgeable of processes and procedures within the department and organization.
- Have an achievement Orientation.
- Should have strong communication, leadership, and interpersonal Skills.
- Diversity Appreciation.
- Developing Organizational Talent and Innovation/Continuous Improvement for organization.
- Proficient in principles of project management

Highly developed leadership, team development, technical, and project management skills directly related to gas engineering, construction, and operations. The ability to work with abstract ideas and incomplete data to develop coherent plans and programs. Strong interpersonal and analytical skills, the ability to work collaboratively across organizations. Highly developed written and verbal communication skills to express ideas and influence a wide audience. Ability to prepare and effectively present concepts one-on-one and in group settings. The individual must balance financial, engineering, legal, and regulatory factors to develop and manage plans and programs.

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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006	Gas Layout Tech (various levels) / Gas Controls Tech	D	N
0-6	Engineer (all levels)	D	E
0-3	Engineering Technologist (all levels)	D	E
003	Engineering Co-op	D	E
0-3	Contractors	D	C

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: Mgr Pipeline Integrity; Supv Gas Ops Engr; Sr. Engineering Technologist; Mgr Project Controls; Mgr Gas Control; Mgr Gas System Ops.
- 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)

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. 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:

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(Combined/New 09/16/16)
(Gas Engineering Technical)
(Job Code: 110686)

CLASSIFICATION: **Gas Marketing Specialist I**

A. DUTIES

Under general supervision with wide latitude, 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, consult with engineering when necessary regarding the availability of gas, including pressure and throughput available.
2. Review, plan, design, evaluate the cost and coordinate installation with customers and approve the location and relocation of gas service, metering equipment, and 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.
3. 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.
4. 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.
5. Obtain information necessary to complete Load Checks for engineering to design gas main installations and large metering assemblies.
6. Prepare basic construction sketches, materials, and cost estimates. Develop material lists to customers as needed. 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. Coordinate new or temporary gas facilities as needed for customers due to other projects within the gas department (i.e. pressure improvement, integrity management, etc).
8. Coordinate with Supervisor and legal department any potential changes or conflicts to various agreements. Provide support in public outreach sessions for explanations in policy and agreement changes.
9. Resolve construction of service and metering details with crew supervisors on matters not addressed on drawings, and make decisions in the field.

(Combined/New 09/16/16)
(Gas Engineering Technical)
(Job Code: 110686)

CLASSIFICATION: **Gas Marketing Specialist I**

10. Resolve differences that arise between the Company and customers, or their agents concerning gas main, service and metering installation and locations, with consideration for regulations, construction requirements, and safe work practices.
11. 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.
12. Assist as required in emergency situations.
13. Train new employees entering this job sequence; and train by assisting in jobs of higher classification.

B. QUALIFICATIONS:

1. Must have obtained a minimum of 45 credit hours in engineering, technology, construction management, or business with an Associate's Degree obtained within eighteen months of entry into the classification.
2. Must have been a Gas Marketing Specialist II for at least one (1) year.
3. Must have four (4) years of related work experience.
4. Must have the ability to learn and develop a general understanding of legal and regulatory codes including: NFPA, CFR192, NFGC, OSHA, EPA.
5. Must be able to apply skills to analyze customer requirements and design gas and service layouts: Gas services, Pressure gas considerations, load checks, curb to meter and houseline piping.
6. Must have the ability to learn to calculate gas rates per tariffs.
7. Must be able to understand pipe fitting, pressure gas, and cost-benefit analysis.
8. Must be able to conduct one on one and small group presentations.
9. Demonstrate proficiency in oral and written communication skills
10. Must be able to communicate in order to assist and advise on customer requests.
11. Demonstrate interpersonal skills with the ability to interact effectively with others and work in a team environment
12. Demonstrate ability to make routine decisions independently.
13. Demonstrate ability to perform the duties of this position through observation and tests.
14. Demonstrate self-motivation and skills to implement new, revised or improved processes, deliverables or products and services
15. Proficiency with Microsoft office applications, and demonstrated ability to learn new software

(Combined/New 09/16/16)
(Gas Engineering Technical)
(Job Code: 110686)

CLASSIFICATION: **Gas Marketing Specialist I**

16. Ability to negotiate construction work sites in a safe manner

(New 1 June 1, 2015
Gas Operations Clerical)

Job Code: 110866

CLASSIFICATION: Gas Office Coordinator

A. DUTIES:

Under general supervision, with a wide latitude for independent judgment and initiative in general, maintains various record systems; performs a variety of duties concerned with the closing out of work orders to meet Plan Accounting Division schedule and a variety of clerical services; assists with projects or assignments associated with engineering, construction, standards, operation and maintenance of the Gas Transmission and Distribution systems; acts as a representative of the district in the absence of supervision; and in addition performs such duties as:

- 1) Demonstrating the following required skills within 2 years of entering this job classification:
 - a. Acquiring knowledge of work codes, accounts and knowing how and when to use this knowledge in the processing of work orders.
 - b. Acquiring a working knowledge of Plan Accounting needs and a detailed knowledge of all units of property.
 - c. Acquiring basic map reading skills and knowing construction symbology and terminology.
 - d. Acquiring knowledge of all forms used in engineering, construction, standards, operations and maintenance projects in Gas Operations.
 - e. Acquiring knowledge of the transmission and distribution infrastructure of the Company gas facilities.
 - f. Having knowledge of Gas Operations policies and procedures.
- 2) Acquiring a working knowledge of the PC and mainframe applications; and the ability to learn and apply any existing or new software applications. Receiving and acting upon departmental and inter-company calls and inquiries from customers, contractors, developers, installers and other non-company personnel requiring attention and seeking solutions to generate maximum customer satisfaction.
- 3) Assembling and processing drawings, sketches, R/W releases, construction work notices, permits, inspections, work orders, list of material and other papers for transmittal within the department and other departments.
- 4) Assisting in obtaining, distributing and tracking right-of-ways, permits and proposals with other departments, utilities, governmental agencies and customers.
- 5) Reserving, issuing and assigning proper capital and specific work orders for betterment, improvements, abandonment and reimbursement.
- 6) Analyzing, balancing, reconciling and processing work orders dealing with transmission and distribution Plan Accounting.
- 7) Reviewing, analyzing and processing the paperwork supplied by the field personnel. Performing data entry processing through Company computer systems.
- 8) Preparing prints for updating of construction drawings and completed work orders through the use of a computer work station for exception reporting.
- 9) Coordinating, maintaining and updating various paving related programs, data base tables and generating various reports. Preparing and generating final paving restoration documents for the contractors. Posting work orders and other data to corporate data basis.
- 10) Obtaining authorized approvals, checking invoices and price sheets in connection with agreements and contracts of various kinds, maintaining accurate records for processing and payment of outside agencies invoices.
- 11) Contacting representative(s) of other companies and public authorities as well as other departments, divisions and sections within the Company to assist in coordinating the scheduling of construction and maintenance work.

(New June 1, 2015
Gas Operations Clerical)

Job Code: 110866

- 12) Maintaining a working knowledge of Company policies and procedures as they relate to internal and external customers' projects and inquiries.
- 13) Resolving simple differences that arise between the Company and customers or their agents.
- 14) Supplying record information to company personnel, other utilities and outside agencies by telephone, radio, mail or computerized mechanisms.
- 15) Compiling, typing and reporting various system related data associated with the day to day operations.
- 16) Ordering material, scheduling the delivery of supplies and equipment as directed by field and office personnel.
- 17) Analyzing error messages, determining the cause and taking necessary steps to correct for various systems.
- 18) Processing and entering data into the payroll system.
- 19) Operating computer equipment, to be able to enter, revise and extract data to update company records.
- 20) Operating and performing simple service on office machines.
- 21) Assisting with and/or presenting training for appropriate Company clerical personnel.
- 22) Attending and successfully completing any training required for the job.
- 23) 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 three (3) years' experience in the following: Gas Document Administrator 1, Senior Stenographer, Assistant Plant Records Clerk or Order Processing Representative, or the equivalent.
2. Demonstrated knowledge of basic computer skills (E-mail, Word, and Excel)
3. Experience using more complex IT platforms (i.e. Work Management systems).
4. Must respect the confidential nature of the information encountered in this work.
5. Must be adaptable; which includes being able to plan, schedule, meet deadlines and manage multiple priorities in varying environments, tasks and responsibilities or with different people.
6. Must be able to communicate clearly and concisely; expressing ideas effectively in individual and group situations. Adjusting language and terminology to the characteristics and needs of the audience.
7. Must possess skills in basic conflict resolution, which includes being able to solve routine problems or knowing who to call.
8. Must have Customer Service skills, which include being able to indicate through actions and decisions a sense of importance of understanding and serving the customer (internal and external); anticipating customer needs; taking action to overcome obstacles and seeking solutions to satisfy customers; in order to assist and advise on customer requests and relate information to others.
9. Must possess practical learning skills which would include assimilating and applying in a timely manner, new job related information that may vary in complexity.
10. Must pass an examination as specified by the Company for entrance into this job classification.
11. Must have decision making skills which include being able to make decisions independently.
12. Must possess the initiative to acquire new skills that would be required to solve customers' inquiries.

JOB DESCRIPTION

Job Title: (Job Code:) Senior Regulatory Compliance Specialist	
Department/Location: Gas Operations	
Form Completed By: Diane Smiley / Dennis Westenberg	Date: 4/12/2013
Approved By: Derek Clyburn	Date:

To be completed by Human Resources:		
Job Code: 121615	EEO Code:	EEOC Sub-Code:
Function Code:	FLSA Code:	

I. JOB SUMMARY: (State the main purpose for the job in two or three sentences).
 Under general direction and with wide latitude for independent action, communicates with external pipeline safety personnel- PUCO, KPSC and the DOT, etc. Monitors governmental publications/ websites for new/ revised code requirement; educates and provides code interpretations and resulting impacts to operations; conducts both internal and external audits to prepare operations for pipeline safety. Maintain knowledge of all aspects of Gas Operations and Service Delivery. This includes design, maintenance, operations, inspections and record keeping.

II. DUTIES & RESPONSIBILITIES
 (Describe the major responsibilities and list specific job duties/activities required to successfully perform each responsibility. Indicate the percentage of time spent on each responsibility.)

% of Time	Duties & Responsibilities
1	Pipeline Safety Audits □ Facilitate natural gas pipeline safety audits and gas plant audits with the PUCO, KPSC and liquid propane audits with the Central Region DOT Office and KPSC which includes a review of the O&M Manual, Plan for Emergencies & Natural Disasters, Drug and Alcohol Testing Plan, Integrity Management Plan, Public Awareness Plan, Operator Qualification as well as a comprehensive review of records and field audits covering pipeline safety regulations
2	Edit Federal required plans and communicate the changes to Gas Operations and support functions. Includes the following plans but not limited to Operations, Crisis, Business Continuity, DIMP, TIMP, Operations and Maintenance, Emergency and Natural Disasters, Operator Qualification and Contractor Plans.
3	. Construction Audits □ facilitate all field audits with both state commissions to verify compliance while performing construction. Responsible for reporting all construction projects to both commissions that meet state specification requirements. Also facilitate field audits with the financial section of the Public Utilities Commission of Ohio for AMRP.
4	Incident investigation- Investigate possible and confirmed reportable incidents that may require notifications and written reports to both state and federal authorities on a 24/7 day a week basis. This includes field investigation, liaison with the state PUC and DOT investigations, and written reports submitted to state PUC and DOT by required deadlines. In addition, facilitate lessons learned meetings to discuss details on all major incidents and facilitate meetings to implement action items or policy /procedure changes that may be required as a result of an incident.
5	Reviews procedures to determine their applicability and if they are within current regulations. Assists co-workers in their review of procedures and code interpretation. Exercises decision making skills to determine necessary procedures updates, edits

% of Time	Duties & Responsibilities
	procedures, and secures the necessary approvals for placing new procedures in active status.
6	DOT and State PUC Annual Reporting □ Compile and file annual and periodic DOT and State PUC regulatory reports for Duke Energy Ohio, Duke Energy Kentucky and KO Transmission for both natural gas and liquid pipelines. Also supply statistical information to internal departments for internal and external financial reports.
7	Coordinate Regulatory Compliance code interpretations and code changes with support groups outside of Gas Operations ex. Call Center, Distribution Call Center, Meter Reading
8	Maintains knowledge of all aspects of Gas Operations construction and maintenance. This includes engineering design, materials, vehicles, tools, equipment, safety and construction procedures, and joint trench operations. Researches and analyzes present practices of operating companies, industry best practice, new technology, areas to grow the business and other options to select and apply the most cost-effective, safe work practice for Gas Operations to use. Coordinates the final work practice and business process consistently throughout Gas Operations. Leads, participates and coordinates process redesigns.

III. JOB QUALIFICATIONS

List the **basic qualifications** for the job.

At least three years experience as a Regulatory Specialist. Expert in CFR 192 and State Pipeline Safety Regulations. Proficient in Word and all office products. Experience in Share Point. Demonstrated Project management skills, team player, and interpersonal skills/sensitivity.

List the **desired qualifications** for the job,

Bachelors degree in Business or equivalent work experience.

List the environment, physical and other requirements of the job.
Drivers license required, on call rotation for Incident investigations.
Able to travel for training and seminars.

1. Corporate Office Environment

EEO Statement: *Duke Energy 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.*

JOB DESCRIPTION

Job Title: (Job Code:) Compliance Specialist	
Department/Location: Gas Operations	
Form Completed By: Diane Smiley / Dennis Westenberg	Date: 4/12/2013
Approved By:	Date:

To be completed by Human Resources:		
Job Code:	EEO Code:	EEOC Sub-Code:
Function Code:	FLSA Code:	

I. Job Summary: (State the main purpose for the job in two or three sentences).

Under general direction and latitude for independent action, communicates with external pipeline safety personnel □ PUCO, KPSC, and DOT, etc; assists with code interpretations and resulting impacts to operations; assists Senior Regulatory Compliance Specialists; assists in determining the need for gas standards, procedures and policies from a compliance perspective; represents Gas Operations on local emergency planning commissions and external gas associations; and performs other duties as they may pertain to Regulatory Compliance.

More specifically, creates and/or edits new procedures and processes. Assesses the condition of pipes and services to determine if they are within safety regulations and compliant. Exercises independent decision making, and based on employees knowledge of federal and state code, determines next steps when a pipeline or service is out of compliance and organizes key individuals within the organization to complete corrective actions. Communicates direction to the whole department when standards, procedures, or regulations change. Reviews all standards and procedures for adherence to regulations.

II. DUTIES & RESPONSIBILITIES

(Describe the major responsibilities and list specific job duties/activities required to successfully perform each responsibility. Indicate the percentage of time spent on each responsibility.)

% of Time	Duties & Responsibilities
1	Public Awareness □ is responsible for working collaboratively with our Health and Safety Specialist to prepare for public awareness audits, programs, etc. This employee assists the Safety Specialist by discussing with the contractors and first responders on the topics of the Public Awareness DOT pipeline safety compliance during public safety meetings, workshops, etc.satisfying the Public Awareness DOT pipeline safety compliance requirement. While working with Safety Specialist; this employee makes decisions as it pertains to DOT Pipeline Safety. This person and works with the Corporate Safety Public Safety Specialist work together on the Public Awareness Program which involves notification processes for awareness and safety around our pipelines
2	Incident Investigation □ Assists with the investigation of reportable incidents that may require notification to both state and federal agencies on 24 hour/7 day a week basis. This includes field investigation, liaison with the state PUC and DOT investigations, and written reports submitted to state PUC and DOT by required deadlines. In the case of an incident, this employee assists the Senior Compliance Specialist with conducting a follow-up meeting after documenting the incident. Facilitates discussion with Gas Ops leadership about lesson learned, improvements, and preventative actions. Documents action items and follows-up with key individuals until the completion of assigned items

% of Time	Duties & Responsibilities
3	Gas/Electric Locating Field Liaison and Damage Investigator □ Serves as field liaison between Locate Company and Duke Energy, serves as liaison and positive representative for Duke Energy, Investigates damage to underground gas infrastructure owned/operated by Duke Energy in its Midwest market; Provides an objective and accurate report of damages; Provides support to other organizations within Duke Energy and testifies in court on behalf of Duke Energy as subject matter expert concerning damages; Works to identify and resolve items which affect damage prevention efforts; Reviews and resolves gas damage claims from contractors which are in dispute
4	Reviews procedures to determine their applicability and if they are within current regulations. Assists co-workers in their review of procedures and code interpretation. Exercises decision making skills to determine necessary procedures updates, edits procedures, and secures the necessary approvals for placing new procedures in active status.
5	Is responsible for reviewing, maintaining, and coordinating the revisions to various Gas Operations□ plans such as Plan for Emergencies & Natural Disasters, Natural Gas and Hazardous Liquid Operations Plans, Operator Qualification Natural Gas and Hazardous Liquid Plans, Business Continuity Plan and the Drug & Alcohol Plan for Gas Operations.
6	Duke Emergency Plan Coordination- represents Gas Operations on Duke's Emergency Plan Coordination Committee and in meetings with local fire departments and/or local emergency planning committees. This committee reviews and coordinates efforts among the various departments within Duke to ensure that the organization has a cohesive emergency plan and Business Continuity Plan.
7	Duke Safety Committee(s) □ participates on the Duke Franchised FE&G Safety Committee(s) representing Gas Operations pipeline safety regulatory responsibilities. Work with the various departments within the business unit and support the business unit to ensure a cohesive internal and external safety philosophy and message throughout the organization. This work may include: conducting safety sessions, creating monthly safety memos and distributes through Gas Ops, creating the gas ops monthly calendar and communicates to Gas Ops employee population. Creates job briefings and safety zone initiatives, submits them to executive management or approval and once approved, this employee disperses to the crews. Reviews various gas ops safety-related procedures. Responsible for making changes to the procedures using independent judgment and knowledge of regulations.
8	DOT and State PUC Annual Reporting □ Assists Senior Regulatory Specialists Creating Gas Ops annual reports for the Department of Transportation which includes data from several internal sources and departments on miles main, number of services, etc. Employee is responsible for filing those reports with Federal and State agencies.

III. JOB QUALIFICATIONS

List the **basic qualifications** for the job.

3-5 Years experience in Gas Operations, proficient in office products, general understanding of Federal and State codes pertaining to pipeline safety. Basic understanding of State 811 code requirements.

List the **desired qualifications** for the job,

Bachelor's degree in Business or equivalent work experience.

List the environment, physical and other requirements of the job.

Drivers license required, some travel

1. Corporate Office Environment

EEO Statement: *Duke Energy 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.*

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

STAFF-DR-01-013

REQUEST:

Provide copies of reports or internal audits or reviews of any aspect of the supply function conducted within the last five years. Include reports prepared by Duke and outside auditors.

RESPONSE:

There have been no internal or external audits of the Company's gas supply function within the last five years.

PERSON RESPONSIBLE: Jeff L. Kern

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

PUBLIC STAFF-DR-01-014

REQUEST:

Provide a copy of Duke's strategic plan with primary emphasis on gas procurement, transmission, delivery, expansion and inclusive of any significant related capital expenditures.

RESPONSE:

CONFIDENTIAL PROPRIETARY TRADE SECRET (As to Attachment Only)

See STAFF-DR-01-014 CONFIDENTIAL ATTACHMENT for the strategic gas supply plan from 2014.

Consistent with its acquisition of Piedmont Natural Gas in 2016, Duke Energy has been evaluating best practices for implementation across all natural gas operations, including Duke Energy Kentucky. The Company is currently in the process of re-evaluating its existing strategic gas supply plan, and continually evaluates the need for capital expenditures and expansions.

PERSON RESPONSIBLE: Jeff L. Kern

**CONFIDENTIAL PROPRIETARY TRADE
SECRET**

ATTACHMENT STAFF-DR-01-014

FILED UNDER SEAL