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PUBLIC SERVICE
COMMISSION

COMMONWEALTH OF KENTUCKY
BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of Electronic Purchased Gas)
Adjustment Filing of Duke Energy) Case No. 2018-00143
Kentucky, Inc.)

PETITION OF DUKE ENERGY KENTUCKY, INC.
FOR CONFIDENTIAL TREATMENT OF CERTAIN
INFORMATION CONTAINED IN ITS RESPONSES TO STAFF'S
FIRST SET OF DATA REQUESTS

Duke Energy Kentucky, Inc. (Duke Energy Kentucky or Company), pursuant to 807 KAR 5:001, Section 13, respectfully requests the Commission to classify and protect certain information that is contained in its responses to Staff's First of Data Requests. Specifically, the attachments to STAFF-DR-01-001, STAFF-DR-01-002, STAFF-DR-01-007, STAFF-DR-01-008, and STAFF-DR-01-014, along with the chart included in the response to STAFF-DR-01-007. The information that Duke Energy Kentucky seeks confidential treatment (Confidential Information) in STAFF-DR-01-001 and STAFF-DR-01-002 includes contracts between the Company and its suppliers; STAFF-DR-01-007 includes contracts between the Company and asset managers, along with payments received from those asset managers; STAFF-DR-01-008 includes bids from suppliers in response to the Company's request for proposals; and STAFF-DR-01-014 includes the Company's strategic plan.

The public disclosure of the information described would place Duke Energy Kentucky at a commercial disadvantage as it negotiates contracts with various suppliers and vendors and could potentially harm Duke Energy Kentucky's competitive position in the marketplace, to the detriment of Duke Energy Kentucky and its customers.

In support of this Petition, Duke Energy Kentucky states:

1. The Kentucky Open Records Act exempts from disclosure certain commercial information. KRS 61.878 (1)(c). To qualify for this exemption and, therefore, maintain the confidentiality of the information, a party must establish that disclosure of the commercial information would permit an unfair advantage to competitors of that party. Public disclosure of the information identified herein would, in fact, prompt such a result for the reasons set forth below.

2. Included in the Confidential Information Duke Energy Kentucky is providing are copies of contracts, the Company's business strategy, and written request for proposal solicitations, that include a summary of the responses received in the Company selection criteria. The response also includes documentation of the responses selected as part of the solicitation and describes the Company's strategy for procuring fuel. Public disclosure of this information would reveal commercially valuable information about the manner in which Duke Energy Kentucky conducts solicitations for natural gas to meet its customer demand and would reveal bid data gathered from a high percentage of companies in the industry. This information, if disclosed, would have the potential to cause market manipulations in the future and may impair the Company's ability to conduct further solicitations by chilling the response from potential suppliers. Additionally, this information was developed internally by Duke Energy Kentucky personnel, is not on file with any public agency, and is not available from any commercial or other source outside Duke Energy Kentucky. The aforementioned information is distributed within Duke Energy Kentucky only to those employees who must have access for business reasons. If publicly disclosed, this information setting forth Duke Energy Kentucky's costs of operation, expected need for fuel and allowances and projected

capacity could give competitors an advantage in bidding for and securing new resources. Similarly, disclosure would afford an undue advantage to Duke Energy Kentucky's vendors and suppliers as they would enjoy an obvious advantage in any contractual negotiations to the extent they could calculate Duke Energy Kentucky's requirements and what Duke Energy Kentucky anticipates those requirements to cost. Finally, public disclosure of this information would reveal the business model Duke Energy Kentucky uses - the procedure it follows and the factors and inputs it considers - in evaluating the economic viability of various generation related projects. Public disclosure would give Duke Energy Kentucky's contractors, vendors and competitor's access to Duke Energy Kentucky's cost and operational parameters, as well as insight into its contracting practices. Such access would impair Duke Energy Kentucky's ability to negotiate with prospective contractors and vendors, and could harm Duke Energy Kentucky's competitive position, ultimately affecting the costs to serve customers.

3. The Confidential Information was developed internally by Duke Energy Corporation and Duke Energy Kentucky personnel, is not on file with any public agency, and is not available from any commercial or other source outside of Duke Energy Kentucky. The aforementioned Confidential Information is distributed within Duke Energy Kentucky, only to those who must have access for business reasons, and is generally recognized as confidential and proprietary in the energy industry.

4. The Confidential Information for which Duke Energy Kentucky is seeking confidential treatment is not known outside of Duke Energy Corporation.

5. Duke Energy Kentucky does not object to limited disclosure of the confidential information described herein, pursuant to an acceptable protective agreement,

with the Attorney General or other intervenors with a legitimate interest in reviewing the same for the purpose of participating in this case.

6. This information was, and remains, integral to Duke Energy Kentucky's effective execution of business decisions. And such information is generally regarded as confidential or proprietary. Indeed, as the Kentucky Supreme Court has found, "information concerning the inner workings of a corporation is 'generally accepted as confidential or proprietary.'" *Hoy v. Kentucky Industrial Revitalization Authority*, Ky., 904 S.W.2d 766, 768 (Ky. 1995).

7. In accordance with the provisions of 807 KAR 5:001, Section 13(3), the Company is filing one copy of the Confidential Information separately under seal, and ten copies without the confidential information included.

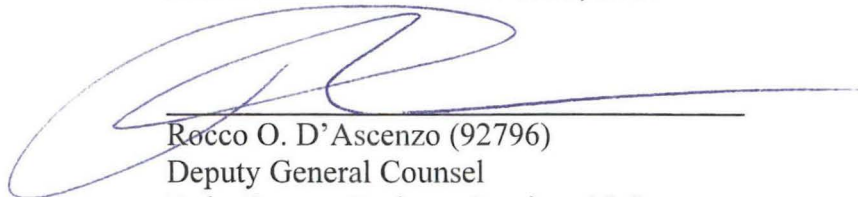
8. Duke Energy Kentucky respectfully requests that the Confidential Information be withheld from public disclosure for a period of ten years. This will assure that the Confidential Information – if disclosed after that time – will no longer be commercially sensitive so as to likely impair the interests of the Company or its customers if publicly disclosed.

9. To the extent the Confidential information becomes generally available to the public, whether through filings required by other agencies or otherwise, Duke Energy Kentucky will notify the Commission and have its confidential status removed pursuant to 807 KAR 5:001 Section 13(10)(a).

WHEREFORE, Duke Energy Kentucky, Inc. respectfully requests the Commission classify and protect as confidential the specific information described herein.

Respectfully submitted,

DUKE ENERGY KENTUCKY, INC.



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Counsel for Duke Energy Kentucky, Inc.

KyPSC Case No. 2018-00143
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VERIFICATION

STATE OF OHIO)
) SS:
COUNTY OF HAMILTON)

The undersigned, Jeff L. Kern, Lead of Gas Resources, being duly sworn, deposes and says that he has personal knowledge of the matters set forth in the foregoing data requests, and that the answers contained therein are true and correct to the best of his knowledge, information and belief.



Jeff L. Kern, Affiant

Subscribed and sworn to before me by Jeff L. Kern on this 24TH day of JULY, 2018.

ADELE M. FRISCH
Notary Public, State of Ohio
My Commission Expires 01-05-2019



NOTARY PUBLIC

My Commission Expires: 1/5/2019

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

PUBLIC STAFF-DR-01-001

REQUEST:

Provide copies of all interstate pipeline transportation and storage contracts and tariffs utilized during the most recent year. Provide a comparison of the terms of these transportation arrangements with those that were utilized during the five previous calendar years. Explain all efforts to ensure that interstate pipeline transportation costs were and are as low as possible.

RESPONSE:

CONFIDENTIAL PROPRIETARY TRADE SECRET (As to Attachment Only)

Please see STAFF-DR-01-001 CONFIDENTIAL ATTACHMENT. Page 1 shows a comparison of the capacity portfolio for the most recent winter compared to the previous 5 winters. Pages 2 through 53 are copies of the interstate pipeline transportation and storage contracts effective during the most recent winter, and pages 54 through 81 are the interstate pipeline tariffs associated with those contracts.

The Company calculates the design day needs of its system based on a number of factors and inputs including historical weather, historical operating experience, forecasted customer additions, and projected demand. The Company can take delivery from multiple interstate pipelines, Columbia Gulf Transmission (CGT), Columbia Gas Transmission (TCO), Tennessee Gas Pipeline (TGPL), ANR Pipeline (ANR) and Texas Eastern Transmission (TETCO). The Company acquires incremental capacity to meet its

projected load growth utilizing the “Best Cost” methodology described in the response to STAFF-DR-01-002. The Company generally seeks to match its capacity acquisitions with the needs of its firm customers by acquiring year-round capacity to serve its base-load requirements, storage capacity to serve its seasonal demand, and peaking services to serve its peak day needs.

The Company is also routinely involved in matters before the Federal Energy Regulatory Commission which could impact the upstream capacity costs paid by its customers. This involvement includes intervention and active participation, on behalf of its customers, in all matters that could have a material impact on the costs paid by the Company’s customers for upstream transportation and storage capacity.

Additionally, the Company utilized an Asset Manager to further reduced fixed costs associated with interstate pipeline contract demand. The payments received from the Asset Manager are credited 100% to the Gas Cost Adjustment. Please see response to STAFF-DR-01-007.

PERSON RESPONSIBLE: Jeff L. Kern

**CONFIDENTIAL PROPRIETARY TRADE
SECRET**

ATTACHMENT STAFF-DR-01-001

FILED UNDER SEAL

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

PUBLIC STAFF-DR-01-002

REQUEST:

Provide copies of all current contracts for commodity supply. Provide a comparison of the terms of these commodity supply arrangements with those that were utilized during the five previous calendar years. Explain all efforts to ensure that commodity gas supply costs were and are as low as possible, consistent with security of supply.

RESPONSE:

CONFIDENTIAL PROPRIETARY TRADE SECRET (As to Attachment Only)

Please see STAFF-DR-01-002 CONFIDENTIAL ATTACHMENT. For the previous winter, and the 5 winters prior to that, the Company issued a Request for Proposal (RFP) to all of the suppliers with which it has a base NAESB contract for supply. The Company utilizes a "Best Cost" approach to purchasing gas. This approach involves five components: the price of gas, the security of gas supply, the flexibility of gas supply, gas deliverability, and supplier relationships. Collectively, they establish a standard for purchasing gas which has been successfully used by the Company for many years.

Most of the Company's primary gas supplies are purchased under arrangements that are standard in the industry and which involve the payment of reservation fees for firm supplies priced at market-based indices. The Company also purchases short-term supplies on the spot market, again at market based prices, as necessary to meet its

customers' needs during non-critical periods. Before purchasing these supplies, the Company engages in a substantial effort to determine the specific need for new supply in which it evaluates the needs of its customers, their usage characteristics, growth on its system and available supply options, among other things.

The Company has taken a number of steps to manage its gas costs consistent with its best cost policy including active participation at FERC, restructuring of supply and capacity contracts to adjust to market conditions, and the promotion of more efficient use of its system and of its capacity and commodity rights.

The Company also uses an asset manager to maximize the value of its capacity and supply assets when they are not needed to serve the Company's customers. The payment received from the asset manager is credited 100% to the Gas Cost Adjustment (GCA).

PERSON RESPONSIBLE: Jeff L. Kern

**CONFIDENTIAL PROPRIETARY TRADE
SECRET**

ATTACHMENT STAFF-DR-01-002

FILED UNDER SEAL

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

STAFF-DR-01-003

REQUEST:

Provide gas supply and capacity contract summaries showing significant contract terms, daily/monthly/annual entitlements, and pricing. Identify any capacity changes (renegotiated and expired agreements, de-contracting, assignment, or long-term release) that took place during the most recent year.

RESPONSE:

Please see STAFF-DR-01-003 ATTACHMENT.

Short Term Firm (STF) capacity on Texas Gas Transmission with 18,000 dth/day during the winter and 6,000 dth/day during the summer expired October 31, 2017. This was replaced with capacity on Columbia Gulf Transmission with a term of November 1, 2017 through March 31, 2018 with 13,000 dth/day and additional peaking service.

PERSON RESPONSIBLE: Jeff L. Kern

Duke Energy Kentucky
 Interstate Pipeline Capacity

	<u>Contract No.</u>	<u>Term</u>	<u>Winter Dth/day</u>	<u>Summer Dth/day</u>	<u>Rate Dth/Month</u>	<u>Seasonal Contract Quantity</u>
Columbia FTS-1 (Primary Point: Rayne)	79970	November 1, 2014 - October 31, 2019	21,000	13,500	\$3.3300	
Columbia FTS-1 (Primary Point: Leach)	154404	November 1, 2014 - October 31, 2019	9,000	9,000	\$3.3300	
Columbia FTS-1 (Winter only)	190929	November 1, 2017 - March 31, 2018	13,000	-	\$2.7180	
Tennessee FT-A	321247	November 1, 2016 - March 31, 2019	22,797	22,797	\$2.4334	
Columbia Gas FSS *	79976	September 1, 2016 - March 31, 2022	39,656	19,828	Max Tariff*	1,365,276
Columbia Gas SST	79977	September 1, 2016 - March 31, 2022	39,656	19,828	\$5.6850	**
KOT FT ***	003	November 1, 2011 - October 31, 2019	37,000	35,000	\$2.2496	
KOT FT ***	102	November 1, 2014 - October 31, 2019	35,000	37,000	\$2.2496	

* Maximum rates are currently \$1.501 times the Maximum Daily Quantity (MDQ) per month and \$0.0228 times the Seasonal Contract Quantity (SCQ) per month.

** Fixed rate of \$4.198 plus the current Capital Cost Recovery Mechanism (CCRM) of \$1.487

*** Renews for one year unless cancelled with 180 days notice.

Duke Energy Kentucky
 Gas Resources
 Supply Portfolio - November 2017 - March 2018
 Reservation Fees

			Dth per Day					Total Volume	Reserv. Fee	Total Cost
			Nov	Dec	Jan	Feb	Mar			
Shell										
Tennessee, 800 leg	Swing	GD	8,905	5,900	5,800	5,700	8,904	1,065,474	\$0.0040	\$4,261.90
Total								1,065,474		\$4,261.90
ENGIE Energy										
Columbia Gulf	Base	FOMI, -0.0025	6,000	11,800	19,400	19,400	4,600	1,833,000	\$0.0000	\$0.00
Columbia Gulf	Swing	GD	19,700	13,900	6,300	6,300	21,100	2,047,700	\$0.0000	\$0.00
Total								3,880,700		\$0.00
DTE Energy										
Texas Eastern / ANR at Springboro	Base	FOMI, -0.14	6,000	6,000	6,000	6,000	6,000	906,000	\$0.0000	\$0.00
Total								906,000		\$0.00
United Energy Trading										
Tennessee, 800 leg	Base	FOMI	2,300	6,200	6,300	4,900	2,300	665,000	\$0.0000	\$0.00
Total								665,000		\$0.00
Centerpoint Energy										
Tennessee, 800 leg	Swing	GD +0.0075	10,000	5,205	5,105	8,105	10,000	1,156,550	\$0.0000	\$0.00
Total								1,156,550		\$0.00
Twin Eagle										
Columbia Backhaul (Leach)	Swing	GD +0.10	9,068	9,068	9,068	9,068	9,068	1,369,268	\$0.0150	\$20,539.02
Total								1,369,268		\$20,539.02
BP Energy										
Tennessee, 800 leg	Base	FOMI	2,300	6,200	6,300	4,800	2,300	662,200	\$0.0000	\$0.00
Total								662,200		\$0.00
Conoco										
Columbia Gulf	Swing	GD	17,626	17,628	17,626	17,626	17,627	2,661,619	\$0.0018	\$4,790.91
Total								2,661,619		\$4,790.91
Total Firm Supply								12,366,811		\$29,591.83
25 Day Peaking Service (North)										
CiMA (Lebanon or TGT Z1)		Leb +0.25 / TGT +0 .	0	29,000	29,000	29,000	0	2,610,000	\$0.0250	\$65,250.00
								2,610,000		\$65,250.00
Total Duke Energy Kentucky								14,976,811		\$94,841.83

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

STAFF-DR-01-004

REQUEST:

Provide Duke's storage arrangements; state the maximum daily injection and withdrawal rates and the decline in deliverability that occurs as gas is withdrawn.

RESPONSE:

Please see STAFF-DR-01-004 ATTACHMENT.

PERSON RESPONSIBLE: Jeff L. Kern

Duke Energy Kentucky
Storage Injection/Withdrawal Rights

Columbia Gas Firm Storage Service (FSS) and Storage Service Transportation (SST)

Total Storage Capacity:	1,365,276	dth
Maximum Withdrawal Rights:	39,656	dth/day
Withdraw rights once balance falls below 30%	31,725	dth/day
Withdraw rights once balance falls below 20%	25,776	dth/day
Withdraw rights once balance falls below 10%	19,828	dth/day
Injection Rights	Jan-Mar	5,461 dth/day
	April	8,192 dth/day
	May-Aug	10,922 dth/day
	September	7,099 dth/day
	October	3,823 dth/day
	November	2,275 dth/day
	December	4,551 dth/day

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

STAFF-DR-01-005

REQUEST:

Provide the capacity of any peaking arrangements.

RESPONSE:

The Company operates a propane/air plant which stores propane in a cavern and mixes it with air to inject into the distribution system on peak days. This plant also provides propane/air to the Company's affiliate Duke Energy Ohio. The capacity allocated to the Company is equivalent to 25,060 dth/day.

The Company also arranges for city gate delivered peaking supply from third party suppliers. The most recent peaking contract for the winter of 2017/18 was with CIMA Energy LTD for 29,000 dth/day.

PERSON RESPONSIBLE: Jeff L. Kern

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

STAFF-DR-01-006

REQUEST:

Provide a copy of any written procedures in use by Duke for nominations and dispatching.

RESPONSE:

Nominations and dispatching is handled by the Asset Manager. The Company sends a "Virtual Dispatch" to the Asset Manager each workday morning. The payment to the Asset Manager is based on this Virtual Dispatch regardless of how the Asset Manager actually dispatches the assets. See STAFF-DR-01-006 ATTACHMENT for the written procedure for the Virtual Dispatch.

PERSON RESPONSIBLE: Jeff L. Kern

Virtual Dispatch Procedure

Virtual Dispatch

1. Gas Control will send an Excel spreadsheet named GasControlAMN.xlsx, where “AMN” is the asset managers name. Open this file and print it out. Do not delete the e-mail message yet.
 2. Open R:\Procurement&Admin\Virtual Dispatch\Paper Flow MMM YY.xlsm (MMM is the month and YY is the year). In general, numbers that need to be updated are in blue.
 3. Change the date in cell E5 in the “Dispatch” tab (far right) to today’s date. (If this is the last day of the months, you will have to enter the amount flowing on each pipeline (in green) for “today” since the lookup formulas will not work. Afterwards, you can copy the formulas from the second column back into the first.)
 4. Enter Estimated Sales load for DEO from Gas Control’s spreadsheet in the row labeled “Duke Energy Ohio Forecasted Sales Load”.
 5. Enter the amount of FSS gas that is estimated to be taken in the north in the row labeled “Col. Gas FSS/SST North”. This can be found on Gas Control’s spreadsheet in the row labeled “CGT Area 7/TET Estimate”.
 6. Enter Estimated Sales load for DEK from Gas Control’s spreadsheet in the row labeled “Duke Energy Kentucky Forecasted Sales Load”.
 7. If necessary, change the formula in the “Texas Gas NNS – Unnominated” to reflect the current storage strategy.
 8. Print out the Virtual Dispatch sheet to be included with the papers brought out from Gas Control for the morning meeting.
 9. Print out “ExecSummary” tab. Make 6 copies of Physical and Virtual Executive Summaries (1 page, front & back).
 10. **Stop Here.** Attend the Morning Meeting and pickup with the next step after decision for the next day has been made.
-
11. Enter “No” in the columns labeled “Excess Injections” and “Excess Withdraws” in the “Pipelines – DEO” tab for any day when Columbia has issued a notice that they will not allow excess injections or withdrawals.
 12. Update the amount of cushion based on the amount of variance in temperature forecasts and opinion of Gas Control.
 13. There is a tab for each supplier within the Paper Flow file. Any changes to gas supply should be entered into the “Swing Supply” columns within each supplier tab for the appropriate day. (These columns have blue numbers). Changes will be automatically carried forward to the end of the month.
 14. Once any changes have been made, return to the “Dispatch” tab and check to make sure that the total flowing in the North and the South are within the minimums and maximums set by Gas Control. If one or the other is outside the range, return to step 11.
 15. Save the file.
 16. Click on the button at the top of the “Dispatch” tab – Prepare to Send. This will create a separate file with only the one tab, and all of the formulas and links converted to numbers. It will also erase the virtual dispatch for the last 3 days of the forecast. (On Friday, click the “Prepare Weekend” button to only erase the last column, or for holidays click on the “Prepare Holiday” button to not erase any columns.)

17. Right click on the tab at the bottom and choose "Rename". Rename the tab with the date MMMDD (i.e. Dec19). On weekends, use MMMDD-DD (i.e. Feb23-25).
18. Use "File – Save As" to save the newly created file as "Virtual Dispatch MM-DD-YY.xlsx", within the Virtual Dispatch subdirectory. For example, Virtual Dispatch 12-13-01.xlsx.
19. Close Virtual Dispatch MM-DD-YY.xls.

Daily Flow Sheet

1. Open daily flow sheet created the day before (for the current gas day) – R:\Procurement&Admin\Daily Flow Sheet\AMN DailyMMDD.xls. (AMN is the Asset Manager Name, MM is the month and DD is the day).
2. Click on the "Reset Shading" button at the top of the sheet.
3. Change the date in cell A2 to the appropriate day (usually tomorrow's date).
4. All changes to gas supply are reflected by changing the code in column G for DEO and column N for DEK. F for "Flowing" and NF for "Not Flowing". Or changing the quantity of gas flowing.
5. Right click on the tab at the bottom and choose "Rename". Rename the tab with the date, MMMDD (i.e. Dec19).
6. Use "File" – "Save As" to save the file under its new name. (MM and DD are for the next gas day)
7. Close AMN DailyMMDD.xls.
8. For weekends and holidays, repeat steps 1 through 7 for additional days.

Check & Send Files

1. Create a new e-mail message in Outlook.
2. Address the message to asset manager. Enter "Virtual Dispatch" as the subject.
3. Open the e-mail sent by gas control, right click on the file (GasControlAMN.xls) and choose "copy".
4. Switch back to the e-mail and choose "Edit – Paste" from within the body of the message (or right click and choose Paste).
5. Choose "Insert – File", select R:\Procurement&Admin\Virtual Dispatch\Virtual Dispatch MM-DD-YY.xlsx, and click "Insert".
6. Choose "Insert – File", select R:\Procurement&Admin\Daily Flow Sheet\CM&T DailyMMDD.xls, and click "Insert". (On weekends and holidays, repeat this step for additional days)
7. From within the e-mail, open each file and print it. This will assure that we have a hard copy of exactly what was sent to the asset manager.
8. Check to assure that numbers were entered properly from Gas Control's sheet to Virtual Dispatch.

9. Check the total city gate numbers by pipeline between Virtual Dispatch and Daily Flow Sheet.
10. If everything checks out, return to the e-mail, and click "Send".
11. Give originals printed from the e-mail, along with sheets from Gas Control to Specialist, Gas System Supply.
12. Call Asset Manager to discuss any changes from the previous day if necessary.

**CONFIDENTIAL PROPRIETARY TRADE
SECRET**

ATTACHMENT STAFF-DR-01-007

FILED UNDER SEAL

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

PUBLIC STAFF-DR-01-008

REQUEST:

Provide a summary of the bidding/Request for Proposal process for gas supply for the last five years, providing the original bid documents, a listing of the suppliers that were contacted, the responses to the request for bid, the evaluation process that led to the selection of a supplier, and any written procedures that exist for this activity.

RESPONSE:

CONFIDENTIAL PROPRIETARY TRADE SECRET (As to Attachment Only)

Please see STAFF-DR-01-008 CONFIDENTIAL ATTACHMENT. Please note that the responses from suppliers for the winter of 2015-16 were inadvertently discarded, although the bids for that winter are summarized on page 118.

PERSON RESPONSIBLE: Jeff L. Kern

**CONFIDENTIAL PROPRIETARY TRADE
SECRET**

ATTACHMENT STAFF-DR-01-008

FILED UNDER SEAL

STAFF-DR-01-009

REQUEST:

Provide a copy of Duke's most recent gas supply plan and a written description of its gas supply planning process.

RESPONSE:

Please see STAFF-DR-01-008 CONFIDENTIAL ATTACHMENT, pages 203 – 212 for the most recent winter gas supply plan. Over the past five years, the Company has sent out an RFP for winter supply in late spring or early summer of the preceding year. Supply would be arranged as either Base Supply that would flow each day of the month or Swing Supply, which gave the Company the daily option of flowing the gas based on weather. Summer supply was arranged to be provided by the Asset Manager at a flat indexed price. The Asset Manager would be given the plan for summer supply, but this would not be finalized until the monthly supply planning meeting that would take place in the latter part of the preceding month.

During the winter and shoulder months (October through April each year), meetings are held every work day morning to determine the amount of Swing Supply to turn on or off for the next gas day. Operational considerations, forecasted load, and price are the primary considerations for making this determination.

Going forward, the Company is currently investigating the possibility of arranging for the Asset Manager to provide all supply during the term of the agreement; winter, as well as summer.

PERSON RESPONSIBLE: Jeff L. Kern

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

STAFF-DR-01-010

REQUEST:

Provide a narrative description of any supply-planning computer models currently being used by Duke, or being considered for future use.

RESPONSE:

Prior to the merger with Piedmont Natural Gas (PNG) in 2016, the Company handled all of its supply-planning using Excel Spreadsheets, and an add-in for Monte Carlo Simulation called @Risk. Since the merger, the Company has been converting to a system developed by PNG called the Gas Costing System (GCS). This system is used to track purchased volumes, available pipeline capacity, index prices, and nominations. As part of the integration of PNG with Duke Energy, a new system is currently under development that will be called the Gas Transportation Information System (GTIS).

PERSON RESPONSIBLE: Jeff L. Kern

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

STAFF-DR-01-011

REQUEST:

Provide organization charts of the overall corporate organization and of the gas planning, gas purchasing, and gas operations functions. Describe any changes that have occurred in the corporate, gas planning and purchasing, and gas operations organizations in the last five years, and any changes that are underway or contemplated with the next five years.

RESPONSE:

Please see STAFF-DR-01-011 ATTACHMENT. The overall corporate structure of Duke Energy is shown on page 1. The structure of Gas Operations is shown on pages 2-280, which also includes the gas planning and purchasing functions on pages 22-25.

There was a major restructuring following the merger with Piedmont Natural Gas in 2016 to incorporate best practices among all natural gas operations in Duke Energy. The organizational structure of Gas Operations prior to the merger is shown on pages 281-290. Minor changes to the organizational structure occur on a regular basis as people retire, or otherwise leave their position, to provide developmental opportunities for employees or to simply make improvements to existing structure. Currently no major reorganizations of Gas Operations are under consideration.

PERSON RESPONSIBLE: Jeff L. Kern



41000 Duke Energy (Lynn Good (025569))

(9)

Lynn Good (02...
41000 Duke Energy (...
Chairman, President...

Steve Young (10...
14280 Finance & Tech...
EVP & CFO

4 See Page 2

Julie Janson (04...
21827 Legal, E&C &...
EVP Ext Affairs,CLO &...

4 See Page 6

Melissa Anders...
23433 Admin Svcs & H...
EVP, Administration&C...

9 See Page 10

Dhiaa Jamil (12...
24554 Generation & Tr...
EVP & Chief Operating...

11 See Page 16

Amy Livezey (27...
24665 Office of CEO A...
Executive Asst to CEO

1 See Page 27

Doug Esamann (...
24944 Energy Solutio...
EVP Energy Slns & Pr...

10 See Page 28

Lloyd Yates (33...
24945 Distb, Cust Ops...
EVP Cust&Delivery O...

8 See Page 37

Shawn Heath (22...
25401 Strategy Executi...
VP & Chief of Staff

2 See Page 44

Frank Yoho (46...
41141 Gas Operations...
EVP & President, Natu...

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41141 Gas Operations (Frank Yoho (461041))

(5)

Frank Yoho (46...
41141 Gas Operations...
EVP & President, Natu...

Frank Yoho (46...
33189 Gas Commerci...
EVP & President, Natu...

4 See Page 2

Bruce Barkley (...
33190 Gas Regulatory...
VP, Reg & Community...

5 See Page 78

Victor Gaglio (46...
33192 Gas Utility Oper...
SVP & Chief Op Off Na...

6 See Page 83

Phillip Grigsby (...
33283 Gas Business D...
SVP Ventures & Busi...

4 See Page 263

Jackie Berry (46...
Sr Exec Asst



33189 Gas Commercial Operations (Frank Yoho (461041) (Inherited))

(4)

Frank Yoho (46...
33189 Gas Commerci...
EVP & President, Natu...

See Page 1

Ron Mays (46...
33182 Gas Sales & De...
Mgng Dir Gas Sales &...

5 See Page 3

Sarah Stabley (...
33183 Gas Supply&W...
Dir Gas Sply Schdg &...

5 See Page 21

Lori Benfield (46...
33185 Field Customer...
GM Gas Field Custom...

4 See Page 25

Frank Yoho (46...
33187 Sales and Deli...
EVP & President, Natu...

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33182 Gas Sales & Delivery (Ron Mays (461127))

(5)

Ron Mays (46...
33182 Gas Sales & De...
Mngng Dir Gas Sales &...

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Phil Agee (461097)
33180 Gas Sales & De...
Dir Gas Sales&Delive...

6 See Page 4

Brendan Nolan (...)
33181 Innovative Serv...
Mgr-Unregulated Ser...

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Janet Cureton (...)
Sr Admin Spec

Nisha Prasad (46...
Pwr Gen & Municipal A...

Sharon Middlet...
Sr Analyst-MAS



33180 Gas Sales & Delivery Services (Phil Agee (461097))

(6)

Phil Agee (461097)

33180 Gas Sales & De...
Dir Gas Sales&Delive...

See Page 3

Chad Lynch (37...)

25220 Gas Customer...
Mgr Gas Regional Sales

2 See Page 5

Jason Briggs (46...)

33122 Maj AcctSvc-G...
Manager Large Accou...

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Jaz Tunnell (46...)

33123 MASvc-Fyvl,Gl...
Manager Large Accou...

5 See Page 9

Carl Peterson (...)

33133 Res&Comm Sa...
Mgr Gas Regional Sales

3 See Page 10

Lamar Morgan (...)

33134 Res&Comm Sa...
Mgr Gas Regional Sales

5 See Page 13

Greg Epting (46...)

33135 Res&Comm Sa...
Mgr Gas Regional Sales

3 See Page 16



25220 Gas Customer Projects (Chad Lynch (371412))

(2)

Chad Lynch (37...
25220 Gas Customer...
Mgr Gas Regional Sales

See Page 4

Sandy Mills (46...
33127 Res&Comm Sal...
Supv-Sales

10 See Page 6

Carl Paquet (46...
33130 Res&Comm Sal...
Supv-Sales

7 See Page 7



33127 Res&Comm Sales-Southwest 2 (Sandy Mills (462286))

(10)

Sandy Mills (46...
33127 Res&Comm Sal...
Supv-Sales

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Antonio Richards...
Residential/Comm Sal...

Donna Beard (46...
Residential/Comm Sal...

Jay Lester (46...
Residential/Comm Sal...

John Bumstead (...
Residential Sales Spe...

Judy Kirby-Link (...
Residential Sales Spe...

Keith McGowen (...
Residential/Comm Sal...

Kevin Yount (46...
Residential/Comm Sal...

Sean Leahey (46...
Residential/Comm Sal...

Tammie Wolfe (...
Residential Sales Spe...

Timothy Miller (...
Residential/Comm Sal...



33130 Res&Comm Sales-Southwest 1 (Carl Paquet (460929))

(7)

Carl Paquet (46...
33130 Res&Comm Sal...
Supv-Sales

See Page 5

Brad Dyer (46...
Residential/Comm Sal...

Gregory Cope (...
Commercial Sales Spe...

Jim Kotyk (462516)
Residential Sales Spe...

Karen Burton (46...
Commercial Sales Spe...

Lee Swann (46...
Residential Sales Spe...

Myra Burch (42...
Residential/Comm Sal...

Phyllis McLend...
Residential Sales Spe...



33122 Maj AcctSvc-GB,Hk,WS,TB,Nshvl (Jason Briggs (462458))

7)

Jason Briggs (46...
33122 Maj AcctSvc-G...
Manager Large Accou...

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Chris Blaut (01...
Gas Major Accounts...

Jerry Roberts (46...
Gas Major Accounts...

Nick Carpentier (...
Gas Major Accounts...

Philip Ribando (...
Gas Major Accounts...

Rick Colvin (01...
Gas Major Accounts...

Scott Coop (46...
Gas Major Accounts...

Todd McDade (...
Gas Major Accounts...



33123 MASvc-Fyvl,Gldb,IndT,Wil,Adrs (Jaz Tunnell (460944))

Jaz Tunnell (46...
33123 MASvc-Fyvl,Gl...
Manager Large Accou...

See Page 4

Bob McCune (40...
Gas Major Accounts...

Caroll Suttles (13...
Gas Major Accounts...

Dennis O'Keefe (...
Gas Major Accounts...

Mike Weston (40...
Gas Major Accounts...

Theresa Sellers (...
Gas Major Accounts...



33133 Res&Comm Sales- Southwest (Carl Peterson (378116))

(3)

Carl Peterson (...
33133 Res&Comm Sa...
Mgr Gas Regional Sales

See Page 4

MaryAnne Martin...
33124 Sales Effective...
Supv-Sales

6 See Page 11

Jamel Dixon (46...
33125 Inside Sales Te...
Supv-Inside Sales

7 See Page 12

Kati Collier (46...
Sales Analyst



33124 Sales Effectiveness (MaryAnne Martin (107700))

(6)
MaryAnne Martin...
33124 Sales Effective...
Supv-Sales

See Page 10

Christine MacNei...
Sales Support Coordi...

Cindy Edmonds (...
Sales Support Coordi...

Cindy Smith (46...
Sales Support Coordi...

Jackie Hedgepe...
Sales Support Coordi...

Lakesha Barnes...
Sales Support Coordi...

Sabrina Turner (...
Sales Support Coordi...



33125 Inside Sales Team (Jamel Dixon (462327))

Jamel Dixon (46...
33125 Inside Sales Te...
Supv-Inside Sales

See Page 10

Altagracia Craan...
Inside Sales Specialist

Cori Goode (46...
Inside Sales Specialist

Denise Gantt (46...
Inside Sales Specialist

Marivel Ramos (...
Inside Sales Specialist

Pamela Bland (...
Inside Sales Specialist

Sweden Patters...
Inside Sales Specialist

Terri Malcolm (40...
Inside Sales Specialist



33134 Res&Comm Sales- Coastal&TN (Lamar Morgan (461625))

(5)
Lamar Morgan (...)
33134 Res&Comm Sa...
Mgr Gas Regional Sales

See Page 4

Kirby Lane (46...)
33128 Res&Comm Sal...
Supv-Sales

6 See Page 14

Heather Sohns (...)
33555 OH/KY Gas Cu...
Supv-Sales

9 See Page 15

Beth Potts (46...)
Key Account Service...

Richard Powers (...)
Key Account Service...

Tony Cooper (41...)
Key Account Service...



33128 Res&Comm Sales Team-Nashville (Kirby Lane (462402))

(6)

Kirby Lane (46...
33128 Res&Comm Sal...
Supv-Sales

See Page 13

Bill Jontz (461612)

Residential Sales Spe...

Craig Owen (46...

Commercial Sales Spe...

Leslie Hubbell (...)

Residential Sales Spe...

Pam Thomas (46...

Residential Sales Spe...

Steve Jared (46...

Commercial Sales Spe...

Tom Jordan (46...

Residential Sales Spe...



33555 OH/KY Gas Customer Projects (Heather Sohns (364996))

(9)

Heather Sohns (...)

33555 OH/KY Gas Cu...

Supv-Sales

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Bradley Steinme...

Gas Marketing Speciali...

Hannah Marlow (...)

Gas Marketing Speciali...

Holly Henson (28...

Gas Marketing Speciali...

JUSTIN COOP...

Gas Marketing Speciali...

Matt Steffen (45...

Gas Marketing Speciali...

Melinda Timmer...

Gas Marketing Speciali...

Nicholas Lynch (...)

Gas Marketing Speciali...

Tyler Shelton (47...

Gas Marketing Speciali...

Wade Begley (48...

Gas Marketing Speciali...



33135 Res&Comm Sales- Northeast (Greg Epting (460856))

(3)

Greg Epting (46...
33135 Res&Comm Sa...
Mgr Gas Regional Sales

See Page 4

Scott Shina (46...
33126 Res&Comm Sal...
Supv-Sales

6 See Page 17

Dale Norville (39...
33131 Res&Comm Sal...
Supv-Sales

7 See Page 18

Mike Lang (46...
33132 Res&Comm Sal...
Supv-Sales

8 See Page 19



33126 Res&Comm Sales-Coastal 1 (Scott Shina (462498))

(6)

Scott Shina (46...
33126 Res&Comm Sal...
Supv-Sales

See Page 16

Cathy Pleasant (...
Residential/Comm Sal...

Jennifer McNeill (...
Residential/Comm Sal...

John Harrington (...
Residential/Comm Sal...

Kevin Fisher (46...
Residential/Comm Sal...

Mark Childers (...
Residential/Comm Sal...

Paul Gonka (38...
Residential/Comm Sal...



33131 Res&Comm Sales-Northeast 1 (Dale Norville (399608))

Dale Norville (39...
33131 Res&Comm Sal...
Supv-Sales

See Page 16

Bobby Agalotis (...
Residential/Comm Sal...

Dan Voliva (41...
Residential/Comm Sal...

Lauren Spruill (...
Residential/Comm Sal...

Marcus Thomps...
Residential/Comm Sal...

Michael Lilly (39...
Residential/Comm Sal...

Norman Cartwig...
Residential/Comm Sal...

William Silver (37...
Residential/Comm Sal...



33132 Res&Comm Sales-Northeast 2 (Mike Lang (462312))

(8)
Mike Lang (46...
33132 Res&Comm Sal...
Supv-Sales

See Page 16

Andy Andrews (...
Residential/Comm Sal...

Angela Austin (...
Residential Sales Spe...

Greg Burton (46...
Residential/Comm Sal...

Jeff Eldridge (46...
Residential/Comm Sal...

Kathryn White (...
Residential Sales Spe...

Kathy Snodgrass...
Residential Sales Spe...

Randy Hanner (...
Residential Sales Spe...

Rosie Cox (46...
Residential/Comm Sal...



33181 Innovative Services Team (Brendan Nolan (461821))

Brendan Nolan (...)

33181 Innovative Serv...
Mgr-Unregulated Ser...

See Page 3

David Kennedy (...)

Unreg Services Progra...

Doug Wilson (46...)

Unreg Services Progra...

Joel Zielazienski...

Unreg Services Progra...

Mark Berry (46...)

Unreg Services Progra...



33183 Gas Supply&Wholesale Mktg (Sarah Stabley (461473))

Sarah Stabley (...)
33183 Gas Supply&W...
Dir Gas Spply Schdg &...

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Gennifer Raney (...)
33184 Transportation&...
Dir Gas Pipeline Ser...

5 See Page 22

Brady Gould (46...)
46395 Natural Gas Sc...
Manager Natural Gas...

3 See Page 24

Ernest Becaria (...)
Lead. Gas Procureme...

Michael Baldwin...
Sr Gas Trader

Todd Breece (46...)
Sr Gas Trader



33184 Transportation&Pipeline Svcs (Gennifer Raney (237230))

(5)
Gennifer Raney (...
33184 Transportation&...
Dir Gas Pipeline Ser...

See Page 21

Mitch Martin (05...
41198 Citygate Operat...
Mgr, Citygate Operations

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Alexander Kosu...
Gas Transportation Mr...

Jeff Kern (044425)
Lead, Gas Resources

Joanna Greene (...
Sr Trans/Pipeline Svc...

Philisha Kirkpatri...
Sr Trans/Pipeline Svc...



41198 Citygate Operations (Mitch Martin (052215))

(4)

Mitch Martin (05...
41198 Citygate Operat...
Mgr, Citygate Operations

See Page 22

Julie Whisman (...
Spec, Gas Financial Svc

Lavonna Foster (...
Spec, Gas Transportati...

Shauna Stolz (08...
Spec Gas Transp & S...

Tina Holland (03...
Gas Tran & Supply A...



46395 Natural Gas Scheduling (Brady Gould (461732))

Brady Gould (46...
46395 Natural Gas Sc...
Manager Natural Gas...

See Page 21

Christine Vicini (...)

Sr Gas Scheduler

Nakisha Wharton...

Gas Scheduler

Robin Moates (...)

Sr Gas Scheduler



33185 Field Customer Service (Lori Benfield (460857))

(4)
Lori Benfield (46...
33185 Field Customer...
GM Gas Field Custom...

See Page 2

Stephanie Leight...
33177 Service Sched...
Mgr-Serv Scheduling &...

4 See Page 26

John Bishop (46...
33502 FCS Carolinas...
Dir Gas FCS Carolinas

4 See Page 30

Chuck Allen (01...
33503 FCS Midwest...
Dir Gas FCS Midwest

3 See Page 64

Yvonne Darnell (...
Executive Assistant I



33177 Service Sched&Workforce Mgmt (Stephanie Leighton (460907))

Stephanie Leight...

33177 Service Sched...
Mgr-Serv Scheduling &...

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LaTonjia Herman...

33157 Service Schedu...
Supv-Service Scheduling

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Marie Johnson (...)

33158 Service Schedu...
Supv-Service Scheduling

10 See Page 28

Michael Stout (46...)

33159 Workforce Ma...
Supv-Workforce Man...

4 See Page 29

Donna Parsley (...)

Scheduling Analyst



33157 Service Scheduling Team- 1 (LaTonjia Herman (460921))

LaTonjia Herman...
33157 Service Schedu...
Supv-Service Scheduling

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Amelia Bradshaw...
Service Schedule Admi...

Catrina Pealer (...
Serv Sched Team Le...

Clif Jones (46...
Service Schedule Admi...

Dawn Neal (On...
Service Schedule Admi...

Juanita Green (...
Service Schedule Admi...

Kishon Fletcher (...
Service Schedule Admi...

London Armstro...
Service Schedule Admi...

Markita Scott (46...
Service Schedule Admi...

Paul Tatsis (46...
Service Schedule Admi...



33158 Service Scheduling Team- 2 (Marie Johnson (461571))

(10)

Marie Johnson (...
33158 Service Schedu...
Supv-Service Scheduling

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Destiney Montgo...
Service Schedule Admi...

James Carey (46...
Service Schedule Admi...

Jeff Mehaffey (47...
Service Schedule Admi...

Jessica Adams (...
Service Schedule Admi...

Joy Smith (46...
Service Schedule Admi...

Julia Pillow (46...
Service Schedule Admi...

Nick Pablo (46...
Service Schedule Admi...

Ralph Smith (46...
Service Schedule Admi...

Sandra Sturdiva...
Service Schedule Admi...

Tyler Fowler (46...
Service Schedule Admi...



33159 Workforce Management Team (Michael Stout (462711))

(4)
Michael Stout (46...
33159 Workforce Ma...
Supv-Workforce Man...

See Page 28

Chris Irumluig (...
Scheduling Analyst

Nita Bush (461783)
Workforce Manageme...

Shelley Searcy (...
Workforce Manageme...

Susan Helms (46...
Workforce Manageme...



33502 FCS Carolinas (John Bishop (461961))

(4)

John Bishop (46...
33502 FCS Carolinas...
Dir Gas FCS Carolinas

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Teresa VonCann...
33174 Field Cust Svc-...
Mgr Gas Field Custom...

10 See Page 31

James Honeycutt...
33176 FldCstSvc- Brigt...
Mgr Gas Field Custom...

8 See Page 41

David Bowden (...
33178 FldCstSvc- EC,...
Mgr Gas Field Custom...

11 See Page 49

Jason Brown (46...
33179 FldCstSvc-AndS...
Mgr Gas Field Custom...

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33174 Field Cust Svc- Clt, Salisby (Teresa VonCannon (462245))

Teresa VonCann...
33174 Field Cust Svc-...
Mgr Gas Field Custom...

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Scott Trotter (46...
33136 FldCstSvc - Cha...
Supv Gas Field Cust...

13 See Page 32

Teresa VonCann...
33138 Field Cust Svc...
Mgr Gas Field Custom...

11 See Page 33

Matt Martin (46...
33139 Field Cust Svc...
Supv Gas Field Cust...

14 See Page 34

Thomas Kraft (46...
33140 FldCstSvc - Sal...
Supv Gas Field Cust...

14 See Page 35

Jeff King (462333)
33141 FldCstSvc - Cha...
Supv Gas Field Cust...

15 See Page 36

Mark Cunningh...
33142 FldCstSvc - Cha...
Supv Gas Field Cust...

12 See Page 37

Daniel Cook (46...
33143 FldCstSvc - Cha...
Supv Gas Field Cust...

14 See Page 38

Dwayne Barber (...
33144 FldCstSvc - Cha...
Supv Gas Field Cust...

11 See Page 39

Britt Jenkins (46...
33289 Field Cust Te...
Supv Gas Field Cust...

12 See Page 40

Teresa Moses (...
Work Management S...



33136 FldCstSvc - Charlotte 3 (Scott Trotter (462623))

(13)
Scott Trotter (46...
33136 FldCstSvc - Cha...
Supv Gas Field Cust...

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Anthony Williams...
Service Apprentice

Chance Howard (...
Service Apprentice

Christopher Blu...
Service Apprentice

Cobrey Garvin (...
Service Apprentice

Demarcus Blak...
Service Apprentice

Erick Martinez (...
Service Apprentice

Eric Stafford (46...
Service Apprentice

Julian Negron (...
Service Apprentice

Logan Armstrong...
Service Apprentice

Michael Shoe (46...
Service Apprentice

Robert Millan (46...
Service Apprentice

Shaquan Goodw...
Service Apprentice

Travis Schuyler (...
Service Apprentice



(11)
Teresa VonCann...
33138 Field Cust Svc...
Mgr Gas Field Custom...

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Dustin Parker (47...
Field Customer Servi...

Eddie Marrero (...
Field Customer Servi...

Eric Fontaine (47...
Field Customer Servi...

Harold Bryant (...
Service Apprentice

Michael O'Rour...
Service Tech II

Patrick Shuford (...
Field Customer Servi...

Seth Tracy (47...
Field Customer Servi...

Susan Carrier (...
Admin Spec II

Tony Peoria (47...
Field Customer Servi...

Wayne Henders...
Field Customer Servi...

Xazabria Burris (...
Field Customer Servi...



33139 Field Cust Svc Team-Charlotte8 (Matt Martin (462263))

(14)

Matt Martin (46...

33139 Field Cust Svc...
Supv Gas Field Cust...

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Brandon Petry (...) Service Tech II	Brandon Walker (...) Service Apprentice	Casey West (46... Service Tech II	Corey Watson (...) Service Tech II	Danny Oates (13... Service Tech II	David Stephens (...) Service Tech II	Devon Larry (On... Service Tech II	Eugene Watrous... Service Tech II
Joshua Tracy (46... Service Tech II	Justino Estela (...) Service Tech II	Matthew Dodge (...) Service Tech II-PL	Michael Mckess... Service Tech II	Stephen Mullis (...) Service Tech II	Zach Auman (46... Service Tech II		



33140 FldCstSvc - Salisbury (Thomas Kraft (460951))

(14)
Thomas Kraft (46...
33140 FldCstSvc - Sal...
Supv Gas Field Cust...

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Benjamin Bryan (...
Service Tech II

Chuckie Adams (...
Service Tech II

David Mott (46...
Service Tech II

Deborian Halsey...
Service Tech II

Gregory Colem...
Service Tech II

James McConne...
Service Tech I

Jeremy Dodge (...
Service Tech II

Jim Perry (461518)
Service Tech II

Julius Washing...
Service Tech II

Ken Morgan (46...
Service Tech II

Nancy Downing (...
Service Tech II

Nathaniel Cana...
Service Tech I

Ted Conder (46...
Service Tech II

Tony Adkins (22...
Service Tech II



33141 FldCstSvc - Charlotte 4 (Jeff King (462333))

(15)

Jeff King (462333)
33141 FldCstSvc - Cha...
Supv Gas Field Cust...

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Alexander Fraser...
Service Tech II

Benjamin Bridg...
Service Tech II

Bob Trimnal (46...
Service Tech II

Brian Carter (46...
Service Tech II

Bryce Minton (46...
Service Tech II

Clarence Upsh...
Service Tech II

David Scott (46...
Service Tech II

Eddie Eggerling (...
Service Tech II

Herbie Williams (...
Service Tech II

John Newman (...
Service Apprentice

Keith Clawson (...
Service Tech II

Otto McMillan (...
Service Tech II

Shane Helms (46...
Service Tech II

Steven Mathis (...
Service Tech II

Tony Riddle (46...
Service Tech II



33142 FldCstSvc - Charlotte 1 (Mark Cunningham (420841))

Mark Cunningh...
33142 FldCstSvc - Cha...
Supv Gas Field Cust...

See Page 31

Alston Glenn (46...
Field Customer Servi...

Antonio Tolson (...
Service Apprentice

Bobby Jothern (...
Field Customer Servi...

Dale Tittle (46...
Field Customer Servi...

James Blackmon...
Field Customer Servi...

James Johnson (...
Field Customer Servi...

Keith Harbison (...
Field Customer Servi...

Kelly Gray (46...
Field Customer Servi...

Lawrence Hogga...
Field Customer Servi...

Muhammed Freem...
Field Customer Servi...

Suzanne Turner...
Field Customer Servi...

William Abernat...
Service Tech II



33143 FldCstSvc - Charlotte 6 (Daniel Cook (462262))

(14)
Daniel Cook (46...
33143 FldCstSvc - Cha...
Supv Gas Field Cust...

See Page 31

Al Hadaway (46... Service Tech II	Andy Keck (46... Service Tech II	Billy Jordan (46... Service Tech II	Cyrus Sherrod (... Service Apprentice	Donald Anderson... Service Tech II	Ed Austin (461490) Service Tech II	Evan Manning (... Service Tech II	Jerome Greene' (... Service Tech II
Jim Richardson (... Service Tech II	Johnnie Washin... Service Tech II	McAnthony Teas... Service Tech II	Ricky Williams (... Service Tech II	Scott Clayton (46... Service Tech II	Wesley Craig (46... Service Tech II		



33144 FldCstSvc - Charlotte 5 (Dwayne Barber (461219))

(11)
Dwayne Barber (...
33144 FldCstSvc - Cha...
Supv Gas Field Cust...

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Aydee Apple (46...
Work Management S...

Brandon Johns...
Service Tech II

Brandon Plyler (...
Work Management S...

Cassidy Holzing...
Service Tech II

Chris Hall (461956)
Service Tech II

Gary Adkins (46...
Service Tech II-PL

Hayden Clark (46...
Service Tech II

Jay Carson (46...
Service Tech II

Joe Steele (46...
Service Tech II

Joseph Heffner (...
Service Tech II

Mike Doby (46...
Service Tech II



33289 Field Cust Team Charlotte 2 (Britt Jenkins (462721))

(12)

Britt Jenkins (46...
33289 Field Cust Te...
Supv Gas Field Cust...

See Page 31

Andy Adams (46... Service Tech II-PL	Anthony Russo (... Service Tech II	Ben Motley (46... Service Tech II	Bryan Lentz (46... Service Tech II	Derrick Freeman... Service Apprentice	Jason Everhart (... Service Tech II	Jay Lohr (462554) Service Tech II-PL	Lewis Furr (46... Service Tech II
Matt Yarbrough (... Service Tech II	Michael Chisho... Service Tech II-PL	Rodney McLain (... Service Tech II	Ron Thompson (... Field Customer Servi...				



33176 FldCstSvc- Brlgtn,GB,HP,Rdv,WS (James Honeycutt (461282))

(3)

James Honeycutt...
33176 FldCstSvc- Brlgt...
Mgr Gas Field Custom...

See Page 30

Ricky Simpson (...
33160 FCS Team - Gr...
Supv Gas Field Cust...

15 See Page 42

Marnie Coddington...
33161 FCS Team - Gr...
Supv Gas Field Cust...

13 See Page 43

Mike Saruse (46...
33162 FldCstSvc - Hi...
Supv Gas Field Cust...

14 See Page 44

Gary Wilkins (46...
33163 Field Cust Svc...
Supv Gas Field Cust...

14 See Page 45

Andy Rumley (46...
33164 FCS Team - Gr...
Supv Gas Field Cust...

15 See Page 46

Doug Barnhardt (...
33165 FldCstSvc - Burl...
Supv Gas Field Cust...

12 See Page 47

Henry Banks (46...
33166 Field Cust Svc...
Supv Gas Field Cust...

10 See Page 48

Kaye Jones (46...
Sr Admin Spec



33160 FCS Team - Grnsbr & Reidsvl 3 (Ricky Simpson (462520))

(15)

Ricky Simpson (...
33160 FCS Team - Gr...
Supv Gas Field Cust...

See Page 41

Art Freeman (46...
Service Tech II

Chris Calvin (38...
Service Tech II

David Poole (46...
Service Tech I

Derrick Walker (...
Service Tech II

Don Malpass (46...
Service Tech II

Eric Vickers (46...
Service Tech II

Kenneth Johnson...
Service Tech II

Kenny Kennon (...
Service Tech I

Patrick Holt (46...
Service Tech II

Randy Albertson...
Service Tech II

Rob Lance (46...
Service Tech II

Ryan Owens (46...
Service Tech II

Todd Ritch (46...
Service Tech II

William Andrews...
Service Tech II

William Cook (46...
Service Tech II



33161 FCS Team - Grnsbr & Reidsvl 2 (Marnie Coddington (460992))

(13)
Marnie Coddingt...
33161 FCS Team - Gr...
Supv Gas Field Cust...

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Brandon Gibson...
Field Customer Servi...

Caleb Suggs (47...
Field Customer Servi...

Chad Belton (46...
Service Tech II

Chad Rayle (46...
Service Tech II-PL

Chris Jones (46...
Service Tech II

Derrick Redden (...
Field Customer Servi...

Franklin Smith (...
Field Customer Servi...

Frank Thompson...
Service Tech II

Jason Matthews...
Service Tech II

Susan Blackburn...
Admin Spec II

Thomas Johnson...
Service Tech II-PL

Tim Bowne (46...
Service Tech II

Ty Phillips (46...
Service Tech II



33162 FldCstSvc - High Point (Mike Saruse (461384))

(14)

Mike Saruse (46...
33162 FldCstSvc - Hi...
Supv Gas Field Cust...

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Beverly Thomps... Field Customer Servi...	Blaine Inman (46... Service Tech II	Bobby Burchette... Service Tech II	Brandon Hinsh... Work Management S...	Brandon Rich (46... Field Customer Servi...	Davin McDowell (... Field Customer Servi...	Jay Hall (461492) Service Tech II	Jeff Phillips (On... Service Tech II
Marcus Love (46... Service Tech II	Mike Smith (46... Service Tech II	Randy Boyles (... Service Tech II	Stephen Austin (... Field Customer Servi...	Tommy Weathe... Service Tech II	Vince Price (46... Service Tech II		



33163 Field Cust Svc Team- Winston 2 (Gary Wilkins (461340))

(14)

Gary Wilkins (46...
33163 Field Cust Svc...
Supv Gas Field Cust...

See Page 41

Billy Sharpe (46... Service Apprentice	Chris Hanes (46... Field Customer Servi...	Courtney Cuthrell... Service Tech II	Darrin Joyce (48... Field Customer Servi...	Jason Smith (46... Service Tech II	John Waugh (46... Service Tech II	Keith Sebastian (... Work Management S...	Kenneth Murray (... Service Tech II
Kevin Johnson (... Field Customer Servi...	Luke Hunter (48... Field Customer Servi...	Neil Kelly (On Le... Service Tech II	Shawn Basham (... Field Customer Servi...	Steve McCoy (46... Service Tech II	Thomas Hunter (... Service Tech II		



33164 FCS Team - Grnsbr & Reidsvl 1 (Andy Rumley (462453))

(15)

Andy Rumley (46...
33164 FCS Team - Gr...
Supv Gas Field Cust...

See Page 41

Alex Joyner (46... Service Tech II	Brandon Shaw (... Service Tech II	Chris Sebastian (... Service Tech II	Clifford Tisdale (... Service Tech II	Jeffrey Thomps... Service Apprentice	Jesse Hohn (46... Field Customer Servi...	Joseph Ingold (... Field Customer Servi...	Keith Burton (46... Field Customer Servi...
Larry Spaulding (... Field Customer Servi...	Michael Mobley (... Service Apprentice	Mike Hepler (On... Field Customer Servi...	Ralph McCandi... Field Customer Servi...	Rick Bayliff (46... Service Tech II	Rusty Tilley (46... Service Tech II	William Ware (46... Field Customer Servi...	



33165 FldCstSvc - Burlington (Doug Barnhardt (462073))

(12)

Doug Barnhardt (...)

33165 FldCstSvc - Burl...

Supv Gas Field Cust...

See Page 41

Andrew Wade (...)

Service Tech I

Craig Hill (461200)

Service Tech II

Darren Page (46...)

Service Tech II

Don Carden (46...)

Service Tech II

Fred Reichert (46...)

Service Tech II

Jon Smith (46...)

Service Tech II

Marie Gibson (46...)

Field Customer Servi...

Pudgy Harvey (...)

Service Tech II

Randy Suggs (46...)

Service Tech II

Rich Rohrer (46...)

Service Tech II

Rob Warren (46...)

Service Tech II

Todd Thompson...

Service Tech II



33166 Field Cust Svc Team- Winston 1 (Henry Banks (462075))

(10)

Henry Banks (46...
33166 Field Cust Svc...
Supv Gas Field Cust...

See Page 41

CHARLES CA...
Field Customer Servi...

Christopher McAr...
Field Customer Servi...

Chuck Mullins (...
Service Tech II

Derick Nifong (46...
Service Tech II

Donell Peay (46...
Service Tech II

James Arnold (...
Service Apprentice

Michael Canty (...
Service Tech II

Mike Wilson (46...
Service Tech II

Ryan Eudy (47...
Field Customer Servi...

Samuel Nifong (...
Service Tech II



33178 FldCstSvc- EC,GB,NB,TB (David Bowden (413675))

(11)

David Bowden (...)
33178 FldCstSvc- EC,...
Mgr Gas Field Custom...

See Page 30

Rick Wooten (46...)
33167 FldCstSvc - Indi...
Supv Gas Field Cust...

15 See Page 50

Marty Marler (39...)
33168 FldCstSvc - Ro...
Supv Gas Field Cust...

11 See Page 51

Heidi Bond (39...)
33169 FldCstSvc - Gol...
Supv Gas Field Cust...

14 See Page 52

Lucius Rice (46...)
33170 FldCstSvc - Wi...
Supv Gas Field Cust...

10 See Page 53

Gene Nichols (46...)
33171 FldCstSvc-ElzC...
Supv Gas Field Cust...

13 See Page 54

Noah Edmonds...
33172 Field Cust Svc...
Supv Gas Field Cust...

12 See Page 55

David Conner (...)
33173 FldCstSvc - Fa...
Supv Gas Field Cust...

12 See Page 56

Angela Stroud (...)
Sr Admin Spec

Linda Amon (32...)
Sr Admin Spec

Mark McLaughlin...
Work Management S...

Rose Price (37...)
Service Specialist-As...



33167 FldCstSvc - Indian Trail (Rick Wooten (461347))

(15)

Rick Wooten (46...
33167 FldCstSvc - Indi...
Supv Gas Field Cust...

See Page 49

Brian Noon (40... Sr Service Specialist	Brian Raynor (42... Sr Service Specialist	Casey Wensevic... Service Specialist	Donna Hinson (... Sr Service Specialist	Joe Holland (39... Sr Service Specialist	Johnny Taylor (... Sr Service Specialist	Joseph Taylor (... Service Specialist-As...	Kirby McCarver (... Service Specialist
Mario Lloyd (46... Admin Spec II	Martin Ritch (46... Sr Service Specialist	Matt Coffey (46... Service Specialist	Rick Tucker (41... Sr Service Specialist	Ricky Blount (40... Sr Service Specialist	Steve Ritch (46... Sr Service Specialist	Weldon Powell (... Service Specialist	



33168 FldCstSvc - Rockingham (Marty Marler (391679))

11)

Marty Marler (39...
33168 FldCstSvc - Ro...
Supv Gas Field Cust...

See Page 49

Curt Shane (41... Sr Service Specialist	Dana Maynor (46... Service Specialist-As...	Frank McGirt (42... Sr Service Specialist	Frederick Richter... Sr Service Specialist	Gary Davidson (... Service Specialist-As...	Joel Mollison (39... Service Specialist	Max Recod (42... Service Specialist-As...	Michael Peppers... Service Specialist
Richard Badillo (... Service Specialist	Simon Parrish (... Service Specialist	Steve Calhoun (... Sr Service Specialist					



33169 FldCstSvc - Goldsboro (Heidi Bond (395861))

(14)
Heidi Bond (39...
33169 FldCstSvc - Gol...
Supv Gas Field Cust...

See Page 49

Alan Hill (413094)
Sr Service Specialist

Brandon Denning...
Service Specialist-As...

Danny Denning (...
Service Specialist

Darrel Evans (38...
Sr Service Specialist

David Jordan (47...
Service Specialist-As...

Dean McLamb (...
Sr Service Specialist

Doug Beale (37...
Sr Service Specialist

Jeff Lies (On Le...
Sr Service Specialist

Jennifer Christm...
Sr Admin Spec

Jonathan Womb...
Service Specialist-As...

Michael Bradley (...
Sr Service Specialist

Perry Teachey (...
Sr Service Specialist

Ricky McLamb (...
Sr Service Specialist

Shelton Hinnant (...
Sr Service Specialist



33170 FldCstSvc - Wilmington (Lucius Rice (462582))

(10)
Lucius Rice (46...
33170 FldCstSvc - Wi...
Supv Gas Field Cust...

See Page 49

Bill Sherrill (42...
Sr Service Specialist

Brandon Saunde...
Service Specialist-As...

Clyde Haynes (...
Sr Service Specialist

Daniel Grossnick...
Service Specialist-As...

Gene Savarino (...
Sr Service Specialist

Jeffrey Smith (46...
Sr Service Specialist

Melissa Russell (...
Sr Service Specialist

Randy Mills (46...
Sr Service Specialist

Richard Pridgen (...
Sr Service Specialist

Robert Bonini (46...
Sr Service Specialist



33171 FldCstSvc-ElzCty&Trbro (Gene Nichols (461145))

(13)
Gene Nichols (46...
33171 FldCstSvc-ElzC...
Supv Gas Field Cust...

See Page 49

Brian Armstrong...
Sr Service Specialist

Ed Firth (379407)
Sr Service Specialist

George Wills (40...
Sr Service Specialist

John Lucas (On...
Service Specialist

Joyce Braxton (...
Admin Spec II

Kim Silver (37...
Sr Service Specialist

Marcus Davis (47...
Service Specialist-As...

Mike Wright (42...
Sr Service Specialist

Ryan Wilson (48...
Service Specialist-As...

Shawn Castore...
Service Specialist-As...

Todd Dunagan (...
Sr Service Specialist

Tony Flickinger (...
Sr Service Specialist

Wade Cliser (46...
Sr Service Specialist



33172 Field Cust Svc Team- New Bern (Noah Edmondson (384794))

(12)

Noah Edmonds...

33172 Field Cust Svc...
Supv Gas Field Cust...

See Page 49

Brandon Bradsh...

Service Specialist

Donald Howard (...)

Sr Service Specialist

Edward Manning...

Sr Service Specialist

Glenn Tripp (46...

Sr Service Specialist

John Allen (46...

Service Specialist

Jon Nottonson (...)

Sr Service Specialist

Larry Linton (37...

Sr Service Specialist

Michael Starrette...

Sr Service Specialist

Nathan Finch (46...

Service Specialist

Rusty Russell (...)

Sr Service Specialist

William Robinson...

Sr Service Specialist

William Smith (46...

Service Specialist





33173 FldCstSvc - Fayetteville (David Conner (391969))

(12)

David Conner (...
33173 FldCstSvc - Fa...
Supv Gas Field Cust...

See Page 49

Bradley Walters (...
Service Specialist-As...

Charles Bullard (...
Sr Service Specialist

Christopher We...
Service Specialist-As...

David Brown (46...
Service Specialist

Edna Hagan (40...
Sr Admin Spec

Johnnie Hursey (...
Sr Service Specialist

Kenny Cox (41...
Sr Service Specialist

Kevin Warwick (...
Sr Service Specialist

Mark Benfield (...
Sr Service Specialist

Rodney Webb (...
Sr Service Specialist

Teresa Straw (39...
Service Specialist

William Currie (...
Service Specialist



33179 FldCstSvc-Andsn,Grnv,Sptg,Hkry (Jason Brown (461379))

(5)

Jason Brown (46...
33179 FldCstSvc-Ands...
Mgr Gas Field Custom...

See Page 30

Joey Collins (46...
33151 FldCstSvc-SCa...
Supv Gas Field Cust...

14 See Page 58

Barry Stevenson...
33152 Field CustSvc-H...
Supv Gas Field Cust...

10 See Page 59

Tim Ely (461538)
33153 FldCstSvc-SCa...
Supv Gas Field Cust...

13 See Page 60

Matthew Knotts (...
33154 FldCstSvc-SCa...
Supv Field Servs

11 See Page 61

Ronnie Brock (46...
33155 FldCstSvc-SCa...
Supv Gas Field Cust...

10 See Page 62

Christopher Bea...
33287 FieldCustSvc-Hi...
Supv Gas Field Cust...

6 See Page 63



33151 FldCstSvc-SCarolina 4 (Joey Collins (462468))

(14)

Joey Collins (46...
33151 FldCstSvc-SCa...
Supv Gas Field Cust...

See Page 57

Ben Washington...
Service Tech I

Bradley Johnson...
Service Apprentice

Bryan Theu (46...
Service Tech I

Celia McLellan (...
Field Customer Servi...

Chris Lollis (46...
Service Tech II

Glenda Kyle (46...
Admin Spec II

Jason Guthrie (...
Service Apprentice

Jimmy Burton (...
Service Tech II

Josh Stone (26...
Service Tech II

Kareem Bookert...
Service Tech II

Matt Avant (47...
Service Apprentice

Rodney Mason (...
Service Tech I

Tim Campbell (...
Field Customer Servi...

William Guthrie (...
Service Tech II



33152 Field CustSvc-Hickory&Mayl& 1 (Barry Stevenson (461487))

(10)
Barry Stevenson...
33152 Field CustSvc-H...
Supv Gas Field Cust...

See Page 57

Andrew Ogle (46...
Service Tech I

Billy Aycoth (46...
Service Tech II

Bradley Frye (46...
Service Tech II

Bradley Reece (...
Service Tech II

Carl Redmon (46...
Service Tech II

Charles Wilson (...
Service Tech II

Darrell Harr (46...
Construction Tech II

Keith Parker (46...
Service Tech II

Lori Houck (46...
Service Tech II

Zachary Wright (...
Service Tech I



33153 FldCstSvc-SCarolina 3 (Tim Ely (461538))

(13)
Tim Ely (461538)
33153 FldCstSvc-SCa...
Supv Gas Field Cust...

See Page 57

Brent Laney (46...
Work Management S...

Caleb Davis (47...
Service Apprentice

Cody Price (46...
Service Tech II

Donald Latimore...
Service Tech I

Doug Wright (46...
Service Tech II

Edward Thomas...
Field Customer Servi...

Elisa Cothran (46...
Field Customer Servi...

Joshua Smith (47...
Service Apprentice

Kevin Shook (46...
Service Tech I

Matt Woolen (46...
Service Tech II

Michele Skelton (...
Service Apprentice

Nathaniel Oakm...
Service Tech II

Robert Pierson (...
Service Tech I



33154 FldCstSvc-SCarolina 2 (Matthew Knotts (461549))

Matthew Knotts (...)
33154 FldCstSvc-SCa...
Supv Field Servs

See Page 57

Brian Mattison (...)
Service Tech II

Cade Wilson (29...)
Service Tech I

Chase Sheppard...
Field Customer Servi...

David Entrekin (...)
Service Tech II

Derek Howell (46...)
Service Tech II

John Bradshaw (...)
Service Tech I

John Horne (46...)
Service Tech II

Patrick Rogers (...)
Field Customer Servi...

Samuel Thomas...
Field Customer Servi...

Seth Poole (47...)
Field Customer Servi...

Steven Parks (46...)
Service Tech II



33155 FldCstSvc-SCarolina 1 (Ronnie Brock (462383))

(10)

Ronnie Brock (46...
33155 FldCstSvc-SCa...
Supv Gas Field Cust...

See Page 57

Andy Stansell (...
Service Tech II

Charles Hester (...
Service Tech II

Corey Coley (48...
Field Customer Servi...

David Scott (46...
Service Tech II

Gail Foster (46...
Admin Spec II

Kelvin Todd (46...
Service Tech II

Kevin Camp (46...
Service Tech II

Matthew Dogan (...
Service Tech II

Monty Broome (...
Service Tech II

Tim Silvers (46...
Service Tech II



33287 FieldCustSvc-Hickory&Mayland2 (Christopher Beard (462250))

(B)

Christopher Bea...
33287 FieldCustSvc-Hi...
Supv Gas Field Cust...

See Page 57

Daniel Johnson (...
Service Tech II

David Austin (46...
Service Tech II-PL

Dwight Shade (...
Service Tech II

Justin Turpin (48...
Field Customer Servi...

Kelsey Cassavau...
Field Customer Servi...

Krista Barnett (46...
Admin Spec II

Michael Barrier (...
Service Tech II

Rufus Collier (46...
Service Tech II-PL



33503 FCS Midwest (Chuck Allen (017441))

(3)

Chuck Allen (01...
33503 FCS Midwest...
Dir Gas FCS Midwest

See Page 25

Scott Shepard (...
33175 FldCstSvc - Nas...
Mgr Gas Field Custom...

7 See Page 65

Keith Geiman (02...
33556 OH/KY Service...
Mgr, Srv Delivery

5 See Page 72

Jacquelin Conley...
Sr Admin Spec



33175 FldCstSvc - Nashville (Scott Shepard (461642))

Scott Shepard (...
33175 FldCstSvc - Nas...
Mgr Gas Field Custom...

See Page 64

Scott Shepard (...
33145 FldCstSvc - Nas...
Mgr Gas Field Custom...

0 See Page 66

Michael Gray (46...
33146 FldCstSvc - N...
Supv Gas Field Cust...

13 See Page 67

Paul Gossett (46...
33147 FldCstSvc - Nas...
Supv Gas Field Cust...

13 See Page 68

Nelson England (...
33148 FldCstSvc - Nas...
Supv Gas Field Cust...

14 See Page 69

Jerry Deal (46...
33149 FldCstSvc - Nas...
Supv Gas Field Cust...

15 See Page 70

Rusty Aldridge (...
33150 FldCstSvc - N...
Supv Gas Field Cust...

15 See Page 71

Whitley Proctor (...
Sr Admin Spec



33145 FldCstSvc - Nashville 4 (Scott Shepard (461642) (Inherited))

(0)

Scott Shepard (...)

33145 FldCstSvc - Nas...

Mgr Gas Field Custom...

See Page 55



33146 FldCstSvc - Nashville 6 (Michael Gray (461859))

(13)

Michael Gray (46...
33146 FldCstSvc - N...
Supv Gas Field Cust...

See Page 65

Andy Sullivan (48...
Field Rep-Customer...

Brandon Suter (...
Service Rep Trainee

Caleb Folsom (...
Field Rep-Customer...

David Pomeroy (...
Field Representative

Eric Daniels (48...
Field Rep-Customer...

Jeff Myers (On...
Field Representative

Jeremy Meals (...
Field Rep-Customer...

Jerry Guy (461948)
Field Representative

John Lingley (48...
Field Rep-Customer...

Kevin Williams (...
Field Representative

Max Miller (47...
Field Representative

Thomas Raybon...
Field Rep-Customer...

William Key (46...
Service Rep Trainee



33147 FldCstSvc - Nashville 3 (Paul Gossett (461685))

(13)

Paul Gossett (46...
33147 FldCstSvc - Nas...
Supv Gas Field Cust...

See Page 65

Carla Burton (47...
Operations Rep I

Darrell Pridy (46...
Service Rep II

Dickie Miller (46...
Service Rep II

Eddie Russell (...
Service Rep II

Gregory Nabors (...
Service Rep II

James Woods (46...
Service Rep II

Jay Beier (461771)
Service Rep II

Jimmy Kilgore (...
Service Rep II

Keith Edwards (...
Service Rep II

Leland Holder (...
Service Rep II

Michael Sanders...
Service Rep II

Thomas Lackey (...
Service Rep I

Thomas Stephe...
Service Rep II



33148 FldCstSvc - Nashville 2 (Nelson England (461699))

(14)

Nelson England (...
33148 FldCstSvc - Nas...
Supv Gas Field Cust...

See Page 65

Andrew Wilkins... Service Rep II	Andy Sullivan (46... Service Rep II	DeAngelo Davids... Service Rep II	Gary Sanders (... Service Rep II	James Howell (... Service Rep II	Jason Young (46... Service Rep II	Jerome Lynch (... Service Rep II	John Clymer (46... Service Rep II
Louie Etheridge (... Service Rep II	Roderick Claybr... Service Rep I	Ronnie Williams (... Service Rep II	Tim Davidson (... Service Rep II	Wayne Hawkins (... Service Rep II	Wes Roper (46... Service Rep II		



33149 FldCstSvc - Nashville 1 (Jerry Deal (461798))

(16)
Jerry Deal (46...
33149 FldCstSvc - Nas...
Supv Gas Field Cust...
See Page 65

Daniel Barksdale...
Service Rep II

Daryl Duke (46...
Service Rep Trainee

DeAngelo Cheat...
Service Rep Trainee

Don Estes (46...
Service Rep II

Edward Tate (46...
Service Rep Trainee

Garrett Jenkins (...
Service Rep Trainee

Johnny Pendley (...
Service Rep II

Justin Powell (46...
Service Rep Trainee

Matt Talley (46...
Service Rep Trainee

Miguel Sandoval...
Service Rep Trainee

Mitchell Boyd (46...
Service Rep II

Prince Vance (46...
Service Rep Trainee

Saeed League (...
Service Rep Trainee

Steve Farmer (46...
Service Rep II

Thomas Bennett...
Service Rep II

Tyrell Jackson (...
Service Rep II



33150 FldCstSvc - Nashville 5 (Rusty Aldridge (461626))

(15)
Rusty Aldridge (...
33150 FldCstSvc - N...
Supv Gas Field Cust...

See Page 65

Antonio Golden (...
Service Rep I

Bobby Scott (46...
Service Rep I

Dan Compton (...
Operations Technician

Darrell Byrd (46...
Service Rep II

Dustin Pruitt (46...
Service Rep II

Jason McGlothr...
Service Rep I

Jeff Mcknight (46...
Service Rep I

Jon West (461616)
Service Rep I

Joseph Hudson (...
Service Rep II

Justin Rhoten (...
Service Rep II

Matthew Thweatt...
Service Rep I

Michael Harrell (...
Service Rep II

Michael Kessler (...
Service Rep I

Sharonda Anders...
Service Rep I

Toby Sterling (46...
Service Rep I



33556 OH/KY Service Delivery (Keith Geiman (026895))

(5)

Keith Geiman (02...
33556 OH/KY Service...
Mgr, Srv Delivery

See Page 64

Edward Steiber (...
41935 Oh/Ky Service...
Supv Gas Field Cust...

18 See Page 73

Dave Forest (On...
41938 Oh/Ky Service...
Supv Gas Field Cust...

17 See Page 74

Brian Weis (44...
41940 Oh/Ky Service...
Supv Gas Field Cust...

17 See Page 75

Jeffrey Lamb (04...
41941 Oh/Ky Service...
Supv Gas Field Cust...

17 See Page 76

Brent Hensley (...
46306 OH/KY Svc Deli...
Supv Field Servs

15 See Page 77



41935 Oh/Ky Service Del Queensgate1 (Edward Steiber (080595))

(18)

Edward Steiber (...)
41935 Oh/Ky Service...
Supv Gas Field Cust...

See Page 72

Brick McGhee (...) Service Mechanic A	Charles Pruitt (09...) Service Mechanic B	Christopher Heis... Service Mechanic A	Clinton Moerlein... Mechanic III - Svc Deli...	Craig Gorman (...) Service Mechanic B	Dale Miller (05...) Service Mechanic A	Eugene Dietz (01...) Service Mechanic B	Fred Armstrong (...) Service Mechanic A
Fred Bankston (...) Service Mechanic B	Jeffrey Holmes (...) Premise Mechanic	Mary Kuhl (04...) Service Mechanic B	Norman Barnes (...) Service Mechanic A	Patrick McDonou... Construction Asst	Richard Carpent... Service Mechanic A	Stephen Harris (...) Service Mechanic B	Turner Jones (04...) Service Mechanic A
William Scott (07...) Service Mechanic A	William Stuck (08...) Service Mechanic B						



(17)

Dave Forest (On...
41938 Oh/Ky Service...
Supv Gas Field Cust...

See Page 72

Benjamin Chaste...
Premise Mechanic

Charles Waggon...
Mechanic Operator I

Daniel Egbert (09...
Mechanic Operator I

Gregory Church (...
Service Mechanic A

Gregory Fritsch (...
Service Mechanic A

Kenneth Steele (...
Service Mechanic B

Matthew Armbru...
Premise Mechanic

Matthew DeFrat...
Service Mechanic B

Michael Siler (02...
Service Mechanic B

Ricky Tuttle (08...
Service Mechanic A

Robert Drake (45...
Premise Mechanic

Robert Hite (On...
Service Mechanic A

Ryan Hicks (47...
Mechanic III - Svc Del...

Sean McKenzie (...
Service Mechanic B

Steven Benkert (...
Service Mechanic B

Thomas Little (09...
Service Mechanic B

William Amburg...
Mechanic III - Svc Del...



41940 Oh/Ky Service Del Erlanger1 (Brian Weis (447411))

Brian Weis (44...
41940 Oh/Ky Service...
Supv Gas Field Cust...

See Page 72

Christopher Wo... Service Mechanic B	David Harms (On... Service Mechanic A	Eric Leedy (04... Service Mechanic B	Gerald Schack (... Service Mechanic B	Jeff Bucher (01... Service Mechanic A	Jeffrey Berkemei... Service Mechanic B	Jerry Harris (03... Service Mechanic B	Joshua Wayman... Service Mechanic B
Larry Stange (45... Premise Mechanic	Marc King (04... Service Mechanic B	Michael Baynum... Service Mechanic B	Mike Hertenbe... Service Mechanic B	Rob Winterman (... Service Mechanic B	Ronald Gebhardt... Service Mechanic A	Ryan Hornback (... Premise Mechanic	Ryan Moore (09... Service Mechanic B
Tyler McDaniel (... Premise Mechanic							



41941 Oh/Ky Service Del East Works (Jeffrey Lamb (047539))

(17)

Jeffrey Lamb (04...

41941 Oh/Ky Service...
Supv Gas Field Cust...

See Page 72

Andrew Darpel (...) Mechanic III - Svc Deli...	Angel Perry (44...) Service Mechanic B	Brian Anderson (...) Service Mechanic B	Chad Weber (45...) Premise Mechanic	Curtis Bezold (27...) Service Mechanic B	Enoch Day (03...) Service Mechanic B	Jacob McKibben... Service Mechanic B	Jeffrey Vance (...) Service Mechanic B
Joshua Danzing... Service Mechanic B	Karla McFerron (...) Service Mechanic B	Mark Barrier (01...) Service Mechanic A	Paul Brungs (27...) Service Mechanic B	Russell Linton (...) Service Mechanic B	Steve Vontz (08...) Service Mechanic A	Thealonious Tayl... Service Mechanic B	Thomas Crawfo... Mechanic III - Svc Deli...
Thomas Whisner... Service Mechanic A							



46306 OH/KY Svc Delivery Monfort Hts (Brent Hensley (371898))

(15)

Brent Hensley (...
46306 OH/KY Svc Deli...
Supv Field Servs

See Page 72

Cory Kramer (44... Service Mechanic B	Gilbert Seiter (07... Service Mechanic B	Jerry Hoffert (03... Service Mechanic B	Joe Dawson (45... Premise Mechanic	Joe Williams (09... Service Mechanic A	John Humbert (... Service Mechanic B	John Klette (04... Service Mechanic B	Keith Wilburn (09... Service Mechanic B
Leeverne Achoe... Service Mechanic B	Michael Ward (... Service Mechanic B	Scott Doll (020342) Service Mechanic B	Steve Powers (... Service Mechanic B	Terry Coorey (01... Service Mechanic A	Thomas Nieder... Service Mechanic B	Zachary Boesch... Mechanic III - Svc Deli...	



33187 Sales and Delivery Services (Frank Yoho (461041) (Inherited))

(0)

Frank Yoho (46...
33187 Sales and Deli...
EVP & President, Natu...

See Page 2



33190 Gas Regulatory and Community (Bruce Barkley (336633))

(5)

Bruce Barkley (...
33190 Gas Regulatory...
VP, Reg & Community...

See Page 1

Pia Powers (46...
33021 Regulatory Affai...
Dir Gas Rates & Reg...

4 See Page 60

Barbara Ashford...
33023 Comm Relatio...
Dir Gas Community Re...

4 See Page 82

Eddie Davidson (...
State Government Affa...

Jim Jeffries (464...
Contingent Worker

Shari McLaughlin...
Executive Assistant II



33021 Regulatory Affairs Team (Pia Powers (461004))

(4)

Pia Powers (46...
33021 Regulatory Affai...
Dir Gas Rates & Reg...

See Page 79

Jenny Furr (46...
33025 Regulatory Rep...
Mgr-Regulatory Repo...

See Page 81

Ellen Digh (46...
Lead Rates&Reg Strat...

Kally Couzens (...
Rates&Reg Strategy Mgr

Laura Hager (46...
Senior Rates&Reg Str...



33025 Regulatory Reporting Team (Jenny Furr (462162))

(3)

Jenny Furr (46...
33025 Regulatory Rep...
Mgr-Regulatory Repo...

See Page 80

Doug Templeton...
Regulatory Analyst

Paul Mosley (481...
CW-Professional

Robin Horn (46...
Sr Accounting Analyst



33023 Comm Relations&Env Affairs (Barbara Ashford (462174))

(4)

Barbara Ashford...
33023 Comm Relatio...
Dir Gas Community Re...

See Page 79

Kathy Eury (12...
Community Relations...

Phillip Morgan (...
Community Relations...

Stephen France...
Community Relations...

Tammy Thurman...
Community Relations...



33192 Gas Utility Operations (Victor Gaglio (461136))

(6)

Victor Gaglio (46...

33192 Gas Utility Oper...
SVP & Chief Op Off Na...

See Page 1

Gary Hebbeler (...)

23400 Field and Syste...
VP Gas Operations

5 See Page 84

Adam Long (46...

33057 Pipeline Operat...
Dir Gas Pipeline Opera...

9 See Page 185

Martin Petchul (...)

33099 Engineering and...
GM Gas Asset Mgmt&...

4 See Page 198

Amy Presson (21...

33102 Natural Gas Maj...
GM Gas Major Projects

7 See Page 226

Jeremy Koster (...)

33121 Operations Per...
GM Gas Operations...

19 See Page 239

Larry Hatcher (34...

46365 Natural Gas O...
VP Natural Gas Opera...

1 See Page 262



23400 Field and Systems Operations (Gary Hebbeler (034897))

(5)

Gary Hebbeler (...
23400 Field and Syste...
VP Gas Operations

See Page 83

Keith Napier (37...

33506 FO/DCM Carol...
Dir Gas Ops Carolinas...

5 See Page 85

Marcus Koontz (...

33507 FO/DCM Carol...
Dir Gas Ops Carolinas...

7 See Page 103

Tyler Barbare (46...

33508 Technical Field...
Dir Gas Technical Fiel...

5 See Page 132

Chad Fritsch (02...

41175 FO DCM Midwe...
Dir Gas Ops Midwest

8 See Page 155

Rhonda Lantry (...

Executive Assistant I



33506 FO/DCM Carolinas East (Keith Napier (377904))

(5)

Keith Napier (37...
33506 FO/DCM Carol...
Dir Gas Ops Carolinas...

See Page 84

Daniel Rhyne (38...

33092 Const-ElzCty,Gl...
Mgr Gas Field Opera...

3 See Page 86

Jeffrey Klein (38...

33093 Constr-Fytvl,Ind...
Mgr Gas Field Opera...

4 See Page 89

Phillip Lowe (40...

33106 O&M-Gldsbr,NB...
Mgr Gas Field Opera...

4 See Page 92

Joel Fox (427979)

33108 O&M-Fytvl,Idn...
Mgr Gas Field Opera...

4 See Page 97

Melissa Huffman...

Sr Admin Spec



33092 Const-ElzCty,Gldsbr,NB,Tb (Daniel Rhyne (386102))

(3)

Daniel Rhyne (38...
33092 Const-ElzCty,GI...
Mgr Gas Field Opera...

See Page 85

Robert Norton (...
33009 Const-Gldsbr,N...
Supv Field Servs

8 See Page 67

Mike Sipe (12...
33010 Const-Gldsbr,N...
Supv Field Servs

9 See Page 68

Stephen Edmun...
Sr Distribution Project...



33009 Const-Gldsbr,NBern,ElzCty,Trb1 (Robert Norton (462663))

(8)

Robert Norton (...)
33009 Const-Gldsbr,N...
Supv Field Servs

See Page 86

James Peaden (...)
Distribution Project Spec

Jeremy Meads (...)
Distribution Project Spec

Joe Keily (400752)
Distribution Project Spec

Kermit Nobles (...)
Distribution Project Spec

Larry Priest (46...)
Distribution Project Spec

Linda Scharf - B...
Distribution Project Spec

Michelle Hensley...
Admin Spec II

Travis Savage (...)
Distribution Proj Spec-...



33010 Const-Gldsbr,NBern,ElzCty,Trb2 (Mike Sipe (126641))

(9)
Mike Sipe (12...
33010 Const-Gldsbr,N...
Supv Field Servs

See Page 86

Beverly Blocker (...)

Sr Admin Spec

Bobby Gurganus...

Pipeline Utility Inspector

Brandon Reid (...)

Pipeline Utility Inspector

David Casper (46...)

Pipeline Utility Inspector

Eddie Foy (42...)

Pipeline Utility Inspector

Jason Bingham (...)

Pipeline Utility Inspector

Jason Smith (38...)

Pipeline Utility Inspector

Jermaine Smith (...)

Pipeline Utility Inspector

Joshua Lanaville...

Pipeline Utility Inspector



33093 Constr-Fytvl,IndTI,Rckhm,Wilmn (Jeffrey Klein (386362))

(4)

Jeffrey Klein (38...
33093 Constr-Fytvl,Ind...
Mgr Gas Field Opera...

See Page 85

Joyce Midgett (...
33013 Construction T...
Supv Field Servs

12 See Page 90

Randy Webb (37...
33015 Const-Indian Tr...
Supv Field Servs

9 See Page 91

Kevin Thomas (...
Sr Distribution Project...

Pamela Shepard...
Sr Admin Spec



33013 Construction Tm-Fytvll&Wlmgtn (Joyce Midgett (398567))

(12)

Joyce Midgett (...
33013 Construction T...
Supv Field Servs

See Page 89

Chad Eason (40...
Pipeline Utility Inspector

Chris Edwards (...
Pipeline Utility Inspector

Enrique Hernand...
Pipeline Utility Inspector

Issac English (42...
Pipeline Utility Inspector

Joel McClennen (...
Pipeline Utility Inspector

Norman Bardon (...
Pipeline Utility Inspector

Paul Johnson (42...
Pipeline Utility Inspector

Roger Dunn (46...
Pipeline Utility Inspector

Ronnie Love (42...
Pipeline Utility Inspector

Toby Burton (41...
Pipeline Utility Inspector

Van Schnell (39...
Pipeline Utility Inspector

William Coyle (42...
Pipeline Utility Inspector



Randy Webb (37...
33015 Const-Indian Tr...
Supv Field Servs

See Page 89

DJ Medeiros (37...
Distribution Project Spec

Jimmy Bowen (...
Distribution Project Spec

Joyce Cantrell (...
Distribution Project Spec

Kathy Faircloth (...
Distribution Project Spec

Natalie Bass (48...
Admin Spec II

Ryan Smith (46...
Distribution Project Spec

Scott Henry (41...
Distribution Project Spec

Ted Cagle (38...
Distribution Project Spec

Tracy Maddox (...
Distribution Project Spec



33106 O&M-Gldsbr,NBern,ElizCty,Tarb (Phillip Lowe (406875))

(4)

Phillip Lowe (40...
33106 O&M-Gldsbr,NB...
Mgr Gas Field Opera...

See Page 85

Eddie Sykes (37...

33072 Oper and Maint...
Supv Field Servs

10 See Page 93

Danny Lewis (39...

33073 Oper&Maint-Gol...
Supv Field Servs

12 See Page 94

John Hughes (39...

33074 Oper and Maint...
Supv Field Servs

12 See Page 96

Kimberly Council...

Sr Admin Spec



33072 Oper and Maint Team-Goldsboro (Eddie Sykes (376909))

(10)

Eddie Sykes (37...
33072 Oper and Maint...
Supv Field Servs

See Page 92

Bill Plount (42...
Operations Tech/Distr...

Charles Britt (46...
Operator

Cody Ivey (48...
Distribution Crew Worker

Curt Wallace (42...
Operations Tech/Distr...

David Whitehead...
Lead Utility Crew

Dillon Mclamb (...
Operator

Hunter Chase (...
Operator

Mark Pressley (...
Facilities Locator

Morgan Hill (46...
Lead Utility Crew

Norman Lee (42...
Lead Utility Crew



33073 Oper&Maint-Goldsboro&New Bern (Danny Lewis (393773))

(13)

Danny Lewis (39...
33073 Oper&Maint-Gol...
Supv Field Servs

See Page 92

Danny Lewis (39...
46383 Locating Contr...
Supv Field Servs

See Page 95

Brandon Wallace...
Operator

Danny Thomas (...
Lead Utility Crew

Donald Dunn (39...
Lead Utility Crew

Erik Daniels (46...
Operator

Gerald Bobbitte (...
Facilities Locator

Jeffrey Tyndall (...
Facilities Locator

Logan Peede (46...
Operator

Michael Hill (38...
Operations Tech/Distr...

Mitch Brewer (47...
Distribution Crew Worker

Napoleon Brown...
Lead Utility Crew

Nate Kowalczyk (...
Distribution Crew Worker

Sean McCoy (46...
Distribution Crew Worker



46383 Locating Contractors - North East Zone (Danny Lewis (393773) (Inherited))

(5)

Danny Lewis (39...
46383 Locating Contr...
Supv Field Servs

See Page 94

Brian Oehler (4...
CW-Craft

George Batson...
CW-Craft

Jeffery Parker (4...
CW-Craft

Jonathon Swins...
CW-Craft

Ryan Spurrell (4...
CW-Craft



33074 Oper and Maint Team- Tarboro (John Hughes (393582))

(13)

John Hughes (39...
33074 Oper and Maint...
Supv Field Servs

See Page 92

Aaron Manning (...
Lead Utility Crew

Benji Mitchell (46...
Operator

Brian Tyson (46...
Operations Tech/Distr...

Christopher Will...
Lead Utility Crew

Douglas Robbins...
Distribution Crew Worker

Jason Hancock (...
Lead Utility Crew

Jesse Keeter (46...
Operator

Jim Weaver (46...
Distribution Crew Worker

Joshua Harris (...
Distribution Crew Worker

Justin Andrews (...
Lead Utility Crew

Justin Pridgen (...
Facilities Locator

Ray Hudson (46...
Operations Tech/Distr...

Scott Austin (47...
Distribution Crew Worker



33108 O&M-Fytvl,IdnTrl,Rkhm,Wilmn (Joel Fox (427979))

(4)

Joel Fox (427979)
33108 O&M-Fytvl,Idn...
Mgr Gas Field Opera...

See Page 85

Michael Sealey (...
33082 O&M-Fayettevill...
Supv Field Servs

15 See Page 98

John Parsons (...
33083 O&M-Indian Tr...
Supv Field Servs

14 See Page 100

Ray Lewis (37...
33084 Operations Te...
Supv Field Servs

11 See Page 101

Ross Wilcox (40...
33085 Oper & Maint T...
Supv Field Servs

11 See Page 102



33082 O&M-Fayetteville&Wilmington (Michael Sealey (461456))

Michael Sealey (...
33082 O&M-Fayettevill...
Supv Field Servs

See Page 97

Michael Sealey (...
46381 Locating Contr...
Supv Field Servs

4 See Page 99

Bill Floyd (400864)
Facilities Locator

Bobby Jacobs (...
Lead Utility Crew

Carlos Torres-Di...
Lead Utility Crew

Dean Autry (46...
Distribution Crew Worker

Eric Bramble (41...
Operations Tech/Distr...

Isaiah Brantley (...
Operator

Jason Anderson...
Distribution Crew Worker

John Hale (46...
Operator

Luke Southwick (...
Operator

Mark Taylor (46...
Lead Utility Crew

Ricky Powers (46...
Operator

Terry Adams (46...
Lead Utility Crew

Wanda Ellis (39...
Admin Spec II

zachary devore (...
Distribution Crew Worker



46381 Locating Contractors - South East Zone (Michael Sealey (461456) (Inherited))

(4)

Michael Sealey (...)

46381 Locating Contr...
Supv Field Servs

See Page 98

Kevin Stanley (4...)

CW-Craft

Marion Pirozzolo...

CW-Craft

Michael McEwen...

CW-Craft

Paul Sharrard (4...)

CW-Craft





33083 O&M-Indian Trail&Rockingham (John Parsons (391222))

(14)

John Parsons (...
33083 O&M-Indian Tr...
Supv Field Servs

See Page 97

Carey Allen (42... Lead Utility Crew	Clyde Davis (39... Lead Utility Crew	Frederick McKei... Operator	gregory jones (47... Distribution Crew Worker	Hunter Woolard (... Distribution Crew Worker	Ikema Smith (47... Distribution Crew Worker	Jeff Heath (42... Lead Utility Crew	Jeffrey Shepard (... Operator
Justin O'Brien (... Operator	Larry Covington (... Operations Tech/Distr...	Lawrence Gerald... Distribution Crew Worker	Patricia Bennett (... Sr Admin Spec	Timothy Nickens... Facilities Locator	Walter Edwards (... Operations Tech/Distr...		





33084 Operations Team (Ray Lewis (377730))

Ray Lewis (37...
33084 Operations Te...
Supv Field Servs

See Page 97

Adam Greene (...
Operator

Frank Groody (...
Lead Utility Crew

Joseph Iannetto (...
Lead Utility Crew

Luis Hernandez (...
Operator

Marshal Herring (...
Operations Tech/Distr...

Michael Kilroy (...
Operator

Mike White (41...
Facilities Locator

Robert Trickett (...
Operations Tech/Distr...

Ryan McLain (46...
Distribution Crew Worker

Ryan Sigmon (46...
Distribution Crew Worker

Scott Faircloth (...
Lead Utility Crew



33085 Oper & Maint Team-Wilmington (Ross Wilcox (407914))

(1)

Ross Wilcox (40...
33085 Oper & Maint T...
Supv Field Servs

See Page 97

Austin Hall (On... Operator	Christina Ross (... Distribution Crew Worker	Clayton Johnson... Lead Utility Crew	Frank Pignataro (... Lead Utility Crew	Gabe Von Rupp (... Distribution Crew Worker	Josh Reaves (46... Operations Tech/Distr...	Kyle Brown (47... Distribution Crew Worker	Larry Jett (461186) Operator
Larry Johnston (... Facilities Locator	Lynne Vanstory (... Sr Admin Spec	Rod Gilchrist (46... Lead Utility Crew					



33507 FO/DCM Carolinas West (Marcus Koontz (462189))

Marcus Koontz (...)
33507 FO/DCM Carol...
Dir Gas Ops Carolinas...

See Page 84

John Wilder (46...)
33090 Const-Grnsbr,H...
Mgr Gas Field Opera...

4 See Page 104

Jennifer Ward (...)
33091 Construction- Cl...
Mgr Gas Field Opera...

12 See Page 107

Terry Marcum (...)
33096 Const-Grnv, S...
Mgr Gas Field Opera...

3 See Page 110

Megan Plassman...
33109 Oper and Maint-...
Mgr Gas Field Opera...

5 See Page 113

Kevin Sell (46...)
33110 O&M- Burlgtn,...
Mgr Gas Field Opera...

3 See Page 120

Gregory Brown (...)
33111 O&M-Andrsn,Gr...
Mgr Gas Field Opera...

4 See Page 125

Donna Pruitt (46...)
Sr Admin Spec



33090 Const-Grnsbr,HighPt,Rdsvl,Wstn (John Wilder (462088))

(4)

John Wilder (46...
33090 Const-Grnsbr,H...
Mgr Gas Field Opera...

See Page 103

Mike Stanley (46...
33018 Construction T...
Supv Field Servs

10 See Page 105

Parrish Reddick (...
33020 Const-Greens...
Supv Gas Field Cust...

10 See Page 106

Eva Nifong (46...
Sr Admin Spec

Lee James (46...
Sr Distribution Project...



33018 Construction Team- Burlington (Mike Stanley (461309))

(10)

Mike Stanley (46...
33018 Construction T...
Supv Field Servs

See Page 104

Adrian Wall (46...
Distribution Project Spec

Angela Brown (...
Distribution Project Spec

David Robertson...
Distribution Project Spec

Gregory Dralle (...
Distribution Project Spec

Jerry Bentley (46...
Distribution Project Spec

Jimmy Brown (46...
Distribution Project Spec

Joseph Soloc (46...
Field Ops & Maintenan...

Judy Adams (46...
Distribution Project Spec

Lita Russell (46...
Admin Spec II

Loretta Horne (...
Admin Spec II



33020 Const-Greensboro & Reidsville (Parrish Reddick (462617))

(10)

Parrish Reddick (...
33020 Const-Greens...
Supv Gas Field Cust...

See Page 104

Aaron Murray (46...
Utility Field Rep

Buddy Gibson (...
Utility Field Rep

Chuck Smith (46...
Utility Field Rep

Eric Oakley (46...
Utility Field Rep

Keith Gillispie (46...
Utility Field Rep

Lee Cheek (46...
Utility Field Rep

RaVerne Green (...
Utility Field Rep

Scotty Albertson...
Utility Field Rep

Terry Seals (46...
Utility Field Rep

Zac Harris (46...
Utility Field Rep



33091 Construction- Clt, Salisby (Jennifer Ward (460786))

Jennifer Ward (...)
33091 Construction- Cl...
Mgr Gas Field Opera...

See Page 103

Tim Curtis (46...
33011 Construction Te...
Supv Field Servs

7 See Page 108

Curtis Campbell (...
33012 Construction T...
Supv Field Servs

11 See Page 109

Brittany Davis (4...
Contingent Worker

Dakota Dunker...
Contingent Worker

Daniel Gonzalez...
Contingent Worker

Daniel Sturge (4...
Contingent Worker

Jake Wallin (472...
Contingent Worker

Joshua Uriarte (4...
Contingent Worker

Lawrence Loftin...
Contingent Worker

Luis Vera (47203...
Contingent Worker

Michael White (4...
Contingent Worker

Pegan Lively (4...
Contingent Worker



33011 Construction Team - Charlotte (Tim Curtis (465131))

(7)

Tim Curtis (46...

33011 Construction Te...
Supv Field Servs

See Page 107

Bryan Lemons (...)

Sr Distribution Project...

Elia Martin (46...

Distribution Project Spec

Jr. Culp (462749)

Distribution Project Spec

Khalid Boston (...)

Distribution Project Spec

Marcus Cuthber...

Distribution Project Spec

Sarah Jackson (...)

Distribution Project Spec

Shirley Carlisle (...)

Distribution Project Spec



33012 Construction Tm-Char&Salisbury (Curtis Campbell (462744))

(11)

Curtis Campbell (...
33012 Construction T...
Supv Field Servs

See Page 107

Antonio Spears (...
Utility Field Rep

Fletcher Tiller (46...
Utility Field Rep

Hank Marple (46...
Utility Field Rep

Harrison Perkins...
Utility Field Rep

Jamie Spargo (...
Utility Field Rep

Larry Ratliff (46...
Utility Field Rep

Ricky Graham (...
Utility Field Rep

Ryne Barnes (46...
Utility Field Rep

Stacey Hudson (...
Admin Spec II

Todd Wood (46...
Utility Field Rep

William Coleman...
Utility Field Rep





33096 Const-Grnv, Spartnbg, Hickory (Terry Marcum (461147))

(3)

Terry Marcum (...
33096 Const-Grnv, S...
Mgr Gas Field Opera...

See Page 103

Mark Thompson...

33004 Const-Greenvil...
Supv Field Servs

10 See Page 111

Floyd Queen (46...

33022 ConstructionTm...
Supv Field Servs

6 See Page 112

Debbie Murphy (...

Sr Admin Spec



33004 Const-Greenville&Spartanburg (Mark Thompson (462385))

(10)
Mark Thompson...
33004 Const-Greenvil...
Supv Field Servs

See Page 110

Bill Shirley (46...
Utility Field Rep

David Grindstaff (...
Utility Field Rep

David McCall (46...
Utility Field Rep

Donnie Kirby (46...
Utility Field Rep

Jerry Greer (46...
Utility Field Rep

Robby Lowery (...
Utility Field Rep

Shane Hall (46...
Utility Field Rep

Steve Porter (46...
Utility Field Rep

Todd Deal (46...
Utility Field Rep

Tony Mackey (46...
Utility Field Rep



33022 ConstructionTm-Andrsn&Grnville (Floyd Queen (461545))

(6)

Floyd Queen (46...
33022 ConstructionTm...
Supv Field Servs

See Page 110

Bradley McLain (...
Distribution Project Spec

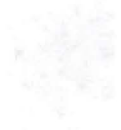
Carlos Roper (46...
Distribution Project Spec

Dawn Manley (46...
Distribution Project Spec

Joshua Goforth (...
Distribution Project Spec

Kevin Devall (46...
Distribution Project Spec

Tom Pressley (...
Distribution Project Spec





33109 Oper and Maint- Clt, Salisby (Megan Plassman (277043))

(5)

Megan Plassman...
33109 Oper and Maint-...
Mgr Gas Field Opera...

See Page 103

William Pillow (...)

33086 Oper and Main...
Supv Field Servs

18 See Page 114

Corey Dillard (On...)

33087 Oper & Maint -...
Supv Field Servs

1 See Page 115

David Billingsley...

33088 Oper & Maint -...
Supv Field Servs

16 See Page 116

Chris Smith (46...)

33290 Oper & Maint...
Supv Field Servs

17 See Page 119

Maria Askary (46...)

Work Management S...



33086 Oper and Main Team Charlotte 3 (William Pillow (462595))

(18)

William Pillow (...)
33086 Oper and Main...
Supv Field Servs

See Page 113

Bryan Nixon (46... Field Ops & Maintenan...	Cedric Salter (46... Field Ops & Maintenan...	Christian Herna... Field Ops & Maintenan...	Daniel Gillelan (...) Construction Tech II	Daren Jones (46... Utility Field Rep	Derek Cross (46... Construction Tech I	Ed Turnage (46... Construction Tech II	Fred Majors (46... Construction Tech II
Hunter Matthews... Construction Tech I	Jacob Ugues (46... Construction Tech I	John Jenkins (48... Field Ops&Maintenan...	John Springs (46... Construction Tech II	Juan Hudson (46... Vehicle Maintenance II	Julius Blackmon... Field Ops & Maintenan...	LeVone Wilson (...) Construction Tech I	Mark Herrin (46... Field Ops & Maintenan...
Stephen Barber (...) Construction Tech II	Terry Ward (46... Utility Field Rep						



33087 Oper & Maint - Charlotte 1 (Corey Dillard (On Leave) (460916))

(1)

Corey Dillard (On...
33087 Oper & Maint -...
Supv Field Servs

See Page 113

Corey Dillard (On...
46340 Locating Contr...
Supv Field Servs

64 See Page 116



1 of 2 (64)

Corey Dillard (On...
46340 Locating Contr...
Supv Field Servs

See Page 115

Adrian Stitt (481... CW-Craft	Alaric Nimley (4... CW-Craft	Alexander Kemb... CW-Craft	Andnesio Howa... CW-Craft	Andre Roberson... CW-Craft	Anton Hoover (4... CW-Craft	Bernard Watkins... CW-Craft	Bo Turner (479... CW-Craft
Bruce Cureton (4... CW-Craft	Carl Dean (481... CW-Craft	Chad Hanson (4... CW-Craft	Charles Mason... CW-Craft	Christian Washin... CW-Craft	Clayton Shuler (4... CW-Craft	Dajwon Horton (4... CW-Craft	Damontre Harlee... CW-Craft
Daniel Hogbin (4... CW-Craft	Derrick Ray (997... CW-Craft	Devone Montgo... CW-Craft	Donald Barnes (4... CW-Craft	Donald Evans (4... CW-Craft	Donald Gainey (4... CW-Craft	Douglas Woodbu... CW-Craft	Eric Livingston (4... CW-Craft
Franklin Ledford... CW-Craft	Gordan Abernat... CW-Craft	Harold Okeefe (4... CW-Craft	Herbert Pearce... CW-Craft	Jacob Burleigh (4... CW-Craft	Jajuan West (481... CW-Craft	Jamel Brown (4... CW-Craft	Jamel Williams... CW-Craft
Jeremy Waters... CW-Craft	Jerome Hill (479... CW-Craft	Jessie Vandyke... CW-Craft	Joe Cottrell (481... CW-Craft	John Johnson (4... CW-Craft	Jordan Landrio... CW-Craft	Joshua Dubois (4... CW-Craft	Joshua East (481... CW-Craft



2 of 2 (64)

Corey Dillard (On...
46340 Locating Contr...
Supv Field Servs

See Page 115

Juan Resendiz (4... CW-Craft	Kelvin Hamilton... CW-Craft	Logan Payton (4... CW-Craft	Malcolm Hyatt (4... CW-Craft	Martez Springs... CW-Craft	Matthew Griffin... CW-Craft	Micah Miller (481... CW-Craft	Michael Hastie (4... CW-Craft
Michael Lee (479... CW-Craft	Michael Skidmo... CW-Craft	Michael Trapp (4... CW-Craft	Milton Young (4... CW-Craft	Myron Gaither (4... CW-Craft	Paris Harmon (4... CW-Craft	Philip Josey (481... CW-Craft	Prasad Gaye (4... CW-Craft
Raymadus Wylie... CW-Craft	Ray Smith (479... CW-Craft	Robere Bazemo... CW-Craft	Saydee Greaves... CW-Craft	Thomas Gilbert... CW-Craft	Tyler Johnson (4... CW-Craft	William Dixon (4... CW-Craft	Winston Cummin... CW-Craft



33088 Oper & Maint - Salisbury (David Billingsley (462703))

(18)

David Billingsley...
33088 Oper & Maint -...
Supv Field Servs

See Page 113

Andrew Huss (46...
Construction Tech I

Brian Croft (46...
Utility Field Rep-Inspe...

Brian Jones (46...
Utility Field Rep

Bryon Adkins (46...
Utility Field Rep

Danny Norton (...
Utility Field Rep

David Childers (4...
Contingent Worker

David Meredith (...
Operations Technician-...

Joshua Withers...
Construction Tech II

Ken Safrit (46...
Construction Tech II

Richard Trevey...
Contingent Worker

Robert Neely (46...
Utility Field Rep-Inspe...

Ronald Hutchens...
Field Ops & Maintenanc...

Sanchez Irwin (4...
Contingent Worker

Sandy Hudson (2...
Contingent Worker

Theo Gilley (46...
Operations Technician

Trevor Graham (...
Construction Apprentice

Troy Porter (470...
Contingent Worker

Zack Campbell (...
Field Ops & Maintenanc...



33290 Oper & Maint Team-Charlotte 2 (Chris Smith (462727))

Chris Smith (46...
33290 Oper & Maint...
Supv Field Servs

See Page 113

Brian Ennis (46...
Construction Tech II

Chad Durham (...
Construction Tech I

Dakota Hood (45...
Field Ops&Maintenan...

David Beck (On...
Field Ops & Maintenan...

Deantre Mitchell...
Field Ops & Maintenan...

Franyer Gonzal...
Construction Tech II

Jeff Broom (46...
Vehicle Maintenance II

Joel Stevens (46...
Construction Tech II

Justin Hawkins (...
Field Ops & Maintenan...

Lindsay Strickla...
Utility Field Rep

Matt Johnston (...
Construction Tech II

Ron Chavis (46...
Construction Apprentice

Roy Baucom (46...
Field Ops & Maintenan...

Ryan Annegan (...
Field Ops & Maintenan...

Ryan King (46...
Operations Technician

Trevis Smith (46...
Utility Field Rep

Zach Horne (46...
Construction Apprentice



33110 O&M- Burlgtn,GB,HP,Rdsvl,WS (Kevin Sell (461210))

(3)

Kevin Sell (46...
33110 O&M- Burlgtn,...
Mgr Gas Field Opera...

See Page 103

Scott Overcash (...
33078 Oper & Maint -...
Supv Field Servs

16 See Page 121

Ricky Maynard (...
33080 O&M High Point...
Supv Field Servs

15 See Page 122

Howard Jordan (...
33081 O&M-Burlingto...
Supv Field Servs

11 See Page 124



33078 Oper & Maint - Greensboro (Scott Overcash (461359))

(16)

Scott Overcash (...
33078 Oper & Maint -...
Supv Field Servs

See Page 120

Andrew Maynor...
Contingent Worker

Brandon Scott (...
Construction Apprentice

Caleb Overton (...
Field Ops&Maintenan...

Connor McVicker...
Field Ops&Maintenan...

Darryl Paschal (...
Operations Technician

David Armfield (...
Operations Technician-...

Jason Hoover (4...
Contingent Worker

Joshua Alley (47...
Field Ops&Maintenan...

Michael Mueller...
Contingent Worker

Mose Marshall (4...
Contingent Worker

Qendrim Marku (...
Field Ops & Maintenan...

Reece Graves (...
Construction Tech II

Robert Beeson (...
Construction Tech II

Steven Crane (...
Construction Tech II

Tahquan Nipper (...
Field Ops & Maintenan...

Thuman Powell...
Contingent Worker



33080 O&M High Point & Winston Salem (Ricky Maynard (461429))

(15)

Ricky Maynard (...
33080 O&M High Point...
Supv Field Servs

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Ricky Maynard (...
46382 Locating Contr...
Supv Field Servs

39 See Page 125

Brandon Anthony...
Field Ops&Maintenan...

Craig Hyatt (46...
Operations Technician

Jackie Huerta (...
Admin Spec II

John Foster (46...
Operations Technician

Joshua Leonard (...
Field Ops&Maintenan...

Justin Harden (...
Construction Tech II

Kyle Gregory (46...
Construction Apprentice

Nicholas Jennin...
Field Ops & Maintenan...

Paden Potts (46...
Field Ops & Maintenan...

Randy Nelson (...
Construction Tech II

Rodney Brooks (...
Field Ops & Maintenan...

Ryan Ruggiero (...
Construction Apprentice

Stephen Slayton...
Field Ops&Maintenan...

Will Wayt (461268)
Construction Tech II



46382 Locating Contractors - North Zone (Ricky Maynard (461429) (Inherited))

(39)
Ricky Maynard (...
46382 Locating Contr...
Supv Field Servs

See Page 122

Alejandro Pineda...	Alex Darkens (4...	Bart Lindahl (482...	Brad Hicks (482...	Brandon Lane (4...	Brian Judkins (4...	Cameron Lohr (4...	Chanz Wiggins...
CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft
Christopher Pen...	Corey Jones (4...	Dakota Garner (4...	Daniel Semler (4...	David Buchkows...	Derek Peaks (4...	Dewayne Roney...	Gary Brown (482...
CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft
James Long (482...	Jeremy Murphy...	Jesus Miranda (4...	Jimmy Davis (4...	Joann Alver (463...	John Davis (482...	Johnnie Williams...	Jokari Slater (4...
CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft
Jordan Huffman...	Julius Moses (4...	Kasiem Willis (4...	Keith Barrino (2...	Lamonte Scales...	Nathaniel Wall (4...	Rakeem Hughes...	Richard Barnes...
CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft
Richard Ferrell (4...	Robert Poole (4...	Ronald Boles (4...	Scott Payne (482...	Thomas Turci (4...	Timothy Jackson...	William Greer (4...	
CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	CW-Craft	



33081 O&M-Burlington&Reidsville (Howard Jordan (461438))

Howard Jordan (...
33081 O&M-Burlingto...
Supv Field Servs

See Page 120

Allen Smith (46...
Field Ops & Mainten...

Andrew Huffman...
Construction Tech I

Christopher Murr...
Field Ops & Mainten...

Dillon Stanfield (...
Field Ops & Mainten...

Jeffrey Lovings (...
Operations Technician

Lee Bedell (46...
Construction Tech II

Lewis Pickett (46...
Construction Tech II

Tim McVicker (46...
Construction Tech I

Todd Allen (46...
Construction Tech II

Tommy Gerner (...
Construction Tech II

Tyler Newton (46...
Field Ops & Mainten...





33111 O&M-Andrsn,Grnv,Sprtnbg,Hckry (Gregory Brown (On Leave) (461202))

(4)

Gregory Brown (...
33111 O&M-Andrsn,Gr...
Mgr Gas Field Opera...

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David Smith (46...
33068 O&M-Anderson...
Supv Field Servs

11 See Page 126

Richard Lawren...
33069 Oper and Maint...
Supv Field Servs

11 See Page 127

Jason Hill (461579)
33070 Oper & Maint -...
Supv Field Servs

11 See Page 129

Eric Henderson (...
33071 Oper & Maint -...
Supv Field Servs

10 See Page 131



33068 O&M-Anderson&Grnvll (David Smith (462565))

(11)

David Smith (46...
33068 O&M-Anderson...
Supv Field Servs

See Page 125

Aaron Leasure (4...
Contingent Worker

Chris Erskine (...
Construction Tech I

Greg Fleming (46...
Construction Tech II

James Bowen (...
Construction Tech II

James Ross (47...
Field Ops&Maintenan...

Patrick Brown (...
Operations Technician

Paul Malone (4...
Contingent Worker

Rickey Todd (47...
Field Ops&Maintenan...

Shawn Wilson (...
Construction Tech II

Timothy Lusk (46...
Construction Tech I

William Smith (4...
Contingent Worker



33069 Oper and Maint Team- Hickory (Richard Lawrence (460823))

(11)
Richard Lawren...
33069 Oper and Maint...
Supv Field Servs

See Page 125

Richard Lawren...
46380 Locating Contr...
Supv Field Servs

7 See Page 128

Brennan Davis (...
Field Ops & Maintenan...

Christopher Ant...
Construction Tech II

Clayton Wright (...
Construction Tech II

Eric Woodring (...
Construction Tech I

Ethan Lowman (...
Construction Tech I

James Oder (46...
Construction Tech II

John Davis (46...
Field Ops&Maintenan...

John Hutchinson...
Operations Technician

Markus Cline (47...
Field Ops&Maintenan...

Ronald Bradsh...
Construction Tech I



Richard Lawren...
46380 Locating Contr...
Supv Field Servs

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Austin Bass (482...
CW-Craft

Crystal Wayman...
CW-Craft

Daniel Lawing (4...
CW-Craft

Jennifer Henders...
CW-Craft

Paul Black (482...
CW-Craft

Randy Jean (482...
CW-Craft

Tyler Markham...
CW-Craft



33070 Oper & Maint - Spartanburg (Jason Hill (461579))

Jason Hill (461579)
33070 Oper & Maint - ...
Supv Field Servs

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Jason Hill (461579)
46379 Locating Contr...
Supv Field Servs

32 See Page 130

Caleb Seay (47...
Field Ops & Mainten...

Cameron Smith (...
Field Ops & Mainten...

Chad Davenport...
Operations Technician

Chris Hogan (46...
Construction Tech I

Chris Lambert (...
Construction Apprentice

Greg Rapley (46...
Construction Tech II

Josh Patterson (...
Construction Tech II

Justin Lawter (47...
Field Ops & Mainten...

Marty Robbins (...
Construction Tech I

William Blanton (...
Utility Field Rep



46379 Locating Contractors - South Zone (SC) (Jason Hill (461579) (Inherited))

Jason Hill (461579)
46379 Locating Contr...
Supv Field Servs

See Page 129

Amy Smith (482... CW-Craft	Andrew Guinyard... CW-Craft	Austin Chapman... CW-Craft	Barry Shipman (4... CW-Craft	Cesar Pena (482... CW-Craft	Courtlan Byers (4... CW-Craft	Drew Conoly (4... CW-Craft	Dylan Burns (482... CW-Craft
Emily Miller (482... CW-Craft	Ermine Lindsley... CW-Craft	Ernest McElrath... CW-Craft	Jack Williams (4... CW-Craft	James Ferguson... CW-Craft	James Whitlock... CW-Craft	Jason Martin (4... CW-Craft	Jason Willis (482... CW-Craft
Jennifer Benfield... CW-Craft	Joel Henderson... CW-Craft	Joshua Brown (4... CW-Craft	Mark Clairmont... CW-Craft	Melody Valdes (4... CW-Craft	Nicholas Stagge... CW-Craft	Patrick LeMay (4... CW-Craft	Raleigh Lambert... CW-Craft
Richard Holley (4... CW-Craft	Stephen Cain (4... CW-Craft	Timothy Smith (4... CW-Craft	Tina Schultz (482... CW-Craft	Travis Popham... CW-Craft	William Bowen (4... CW-Craft	William Millis (4... CW-Craft	William Owen (4... CW-Craft



33071 Oper & Maint - Greenville (Eric Henderson (460927))

(10)

Eric Henderson (...
33071 Oper & Maint -...
Supv Field Servs

See Page 125

Anthony Scudie...
Construction Tech II

Daniel Fox (48...
Construction Apprentice

Devin Robbins (...
Construction Apprentice

Freddie Fowler (...
Utility Field Rep

Jamie Exum (46...
Construction Tech II

Jason Huff (46...
Operations Technician

Jerome Patton (...
Utility Field Rep

Johnny Hall (46...
Field Ops & Mainten...

Nick Tate (462300)
Operations Technician

Roger Ellison (46...
Field Ops&Maintenan...



33508 Technical Field Operations (Tyler Barbare (462567))

(5)
Tyler Barbare (46...
33508 Technical Field...
Dir Gas Technical Fiel...

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Tyler Barbare (46...
33045 Measurement/...
Dir Gas Technical Fiel...

5 See Page 133

Jimmy Capps (46...
33046 Measurement a...
Manager Gas System...

6 See Page 138

Don Stevens (39...
33053 Trans Oper. Mai...
Mgr-Transmission

8 See Page 143

Mark Davis Sr (...
41172 System Oper &...
DevelopmentalAssign...

6 See Page 147

Allen Casstevens...
46415 TFO Constructi...
Manager Gas System...

0 See Page 154



(5)
Tyler Barbare (46...

33045 Measurement/...
Dir Gas Technical Fiel...

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Wes Harteis (46...

33006 Meter Shop Te...
Supv, Gas System O...

5 See Page 134

Robert Lewis (40...

33007 Measmt-ElzCty...
Supv, Gas System O...

5 See Page 135

Ricky Woods (41...

33037 Measmt-Gldsbo...
Supv, Gas System O...

11 See Page 136

Mike Stewart (46...

33038 Measmt-Burlingt...
Supv, Gas System O...

15 See Page 137

Scott Haldi (471...

Contingent Worker



33006 Meter Shop Team (Wes Harteis (461061))

(5)
Wes Harteis (46...
33006 Meter Shop Te...
Supv. Gas System O...

See Page 133

Chad Hollifield (...
Central Measurement...

James Dixon (10...
Meter Shop Tech II

John Moore (46...
Meter Shop Tech I

Larry Boykin (46...
Meter Shop Tech I

Luther Allison (46...
Meter Shop Tech II



33007 Measmt-ElzCty City&Tarboro (Robert Lewis (406117))

Robert Lewis (40...
33007 Measmt-ElzCty...
Supv, Gas System O...

See Page 133

Billy McCoy (46...

Measurement Techn...

Bubba Pauley (...

Sr Measurement Tec...

Linwood Capps (...

Measurement Techn...

Mike Pearce (38...

Work Management S...

Trey Johnson (46...

Measurement Techn...



33037 Measmt-Gldsboro,NBern&Wilmn (Ricky Woods (413570))

(11)

Ricky Woods (41...
33037 Measmt-Gldsbo...
Supv. Gas System O...

See Page 133

Alan Boyette (41...
Work Management S...

Charlie Anderson...
Measurement Techn...

David Williford (...
Measurement Technic...

James Smith (39...
Measurement Techn...

Jerry Howell (42...
FMT Measurement T...

Jesse Lee (46...
Measurement Technic...

John Tyndall (46...
Measurement Technic...

Marcus Hummel...
Sr Measurement Tec...

Michael Daley (...
Sr Measurement Tec...

Phil Guthrie (46...
Measurement Technic...

Robert Peede (...
Sr Measurement Tec...



33038 Measmt-Burlngtn,GB,HP&Rdvl (Mike Stewart (461498))

Mike Stewart (46...
33038 Measmt-Burlngt...
Supv, Gas System O...

See Page 133

Bobby Hall (46... Meas Sys Tech III	Chris Winfree (46... Meas Sys Tech III	Danny Frazier (... Work Management S...	James Moorefie... Meas Sys Tech III	Kent Tysor (46... Meas Sys Tech III	Marty Edwards (... Meas Sys Tech I	Marty Puckett (... Meas Sys Tech III	Rodney Bouldin (... Meas Sys Tech III
Ronald Dobbins (... Meas Sys Tech III	Rusty Maner (On... Meas Sys Tech I	Scott Smith (46... Meas Sys Tech III	Steve Shoe (46... Meas Sys Tech III	Thomas Chambe... Meas Sys Tech III	Tim Fuller (46... Meas Sys Tech III	Tommy Garrison... Meas Sys Tech III	



33046 Measurement and Regulation (Jimmy Capps (462587))

Jimmy Capps (46...
33046 Measurement a...
Manager Gas System...

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Mark Turner (40...
33031 Measmt-Faytl&...
Supv, Gas System O...

14 See Page 139

David Painter (46...
33032 Measmt-Andrn....
Supv, Gas System O...

16 See Page 140

Fred Martin (46...
33034 Measurement...
Supv, Gas System O...

10 See Page 141

John Morisi (46...
33035 Measurement T...
Supv, Gas System O...

11 See Page 142

Charles Hudson (...
Measurement & Regu...

Pat Sifuentes (46...
Sr Admin Spec



33031 Measmt-FaytvI&Rockingham (Mark Turner (406116))

(14)

Mark Turner (40...
33031 Measmt-FaytvI&...
Supv. Gas System O...

See Page 138

Barry Cashwell (...) Measurement Techn...	Bruce Whitley (...) Sr Measurement Tec...	Carl Simmons (...) Measurement Techn...	Chip Irving (46...) Measurement Techn...	Chris McLamb (...) FMT Measurement T...	Christopher Hins... Measurement Techn...	Chris Williams (...) Measurement Techn...	Delma King (46...) Measurement Techn...
Dennis Helms (...) Measurement Techn...	Heath Higley (39...) Sr Measurement Tec...	John Betts (40...) Sr FMT Measurement...	Mark Bryan (42...) Sr Measurement Tec...	Mike Price (39...) Sr Measurement Tec...	Todd Howard (38...) Work Management S...		



(15)
David Painter (46...
33032 Measmt-Andrn,...
Supv. Gas System O...

See Page 138

Adrian Turpin (46...
Meas Sys Tech III

Charles McKinn...
Work Management S...

Christopher Coff...
Meas Sys Tech II

Daryl Evans (46...
Meas Sys Tech II

Don Mabry (46...
Meas Sys Tech III

Jason Thrasher (...
Meas Sys Tech III

Jimmy Pollard (...
Meas Sys Tech I

Kevin Gilreath (...
Meas Sys Tech III

Matthew Hanks (...
Meas Sys Tech III

Nick Johnson (46...
Work Management S...

Paul Champion (...
Meas Sys Tech II

Phillip Bolick (46...
Meas Sys Tech II

Robin Gatwood (...
Meas Sys Tech II

Ron Wyant (46...
Meas Sys Tech II

Ryan Tyler (46...
Meas Sys Tech I

Tommy Davis (...
Meas Sys Tech III



33034 Measurement Team-Char&Salsbury (Fred Martin (462528))

(10)
Fred Martin (46...
33034 Measurement...
Supv. Gas System O...

See Page 138

Billy Hyde (46...
Meas Sys Tech III

Chris Kent (46...
Meas Sys Tech III

Greg Sadler (On...
Meas Sys Tech II

James Austin (46...
Meas Sys Tech II

Jeff Edwards (46...
Meas Sys Tech II

Larry Newman (...
Work Management S...

Matt Linebarger (...
Meas Sys Tech I

Melvin Hunsinger...
Meas Sys Tech III

Ray Houser (46...
Meas Sys Tech II

Tim Teaford (46...
Meas Sys Tech II

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33035 Measurement Team- Nashville (John Morisi (461080))

(11)

John Morisi (46...
33035 Measurement T...
Supv. Gas System O...

See Page 138

Adam Choate (... Regulator Tech I	Alex Henning (46... Work Management S...	Danny Hazlewo... Regulator Tech II	Henry Ellis (46... Regulator Tech II	James Armstro... Regulator Tech III	John Hooten (46... Regulator Tech II	Laren Lusky (46... Regulator Tech III	Phillip Benton (... Regulator Tech I
Thomas Guill (46... Regulator Tech III	Tom Hollis (46... Regulator Tech I	Trent Armstrong... Regulator Tech I					





33053 Trans Oper, Maint & Fab (Don Stevens (391220))

(B)
Don Stevens (39...
33053 Trans Oper, Mai...
Mgr-Transmission

See Page 132

Rick Witherspo...
33005 Fabrication Te...
Supv Field Servs

7 See Page 144

Gerald Griffin (46...
33026 Fabrication Team...
Supv Field Servs

9 See Page 145

Jamie Capps (38...
33027 Fabrication Te...
Supv Field Servs

9 See Page 146

Dennis Oates (42...
ROW Maintenance Te...

Philip Pemberton...
Lead ROW Crew

Robert Benson (...
ROW Maintenance Te...

Sam Smith (37...
ROW Maintenance Te...

Sandy Ogint (46...
Administrator-Property...



33005 Fabrication Team - Clt (Rick Witherspoon (461495))

(7)
Rick Witherspo...
33005 Fabrication Te...
Supv Field Servs

See Page 143

Aaron Drake (46...
Fab Shop Tech

Eric Covert (47...
Journeyman Welder

James Ledbetter...
Journeyman Welder

Kenneth State (...
Apprentice Welder

RJ Trickett (46...
Welder

Thomas Colem...
Welder

Tim Coleman (46...
Journeyman Welder



33026 Fabrication Team - Nashville (Gerald Griffin (461806))

Gerald Griffin (46...
33026 Fabrication Team...
Supv Field Servs

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Carl Oneal (46...
Equipment Operator I

Charles Thornton...
Construction Rep II

David Dedman (...
Construction Rep II

James Knight (46...
Operations Utility Tech

John Shelby (46...
Operations Welder II

Kelton Wells (46...
Construction Rep II

Scotty Hazzard (...
Construction Rep III

Tim Bess (461687)
Operations Technician

Willard Nicks (46...
Operations Utility Tech



33027 Fabrication Team - Gldsbr (Jamie Capps (384051))

(9)

Jamie Capps (38...
33027 Fabrication Te...
Supv Field Servs

See Page 143

Brian Lewis (46...
Fabrication Specialist

Ernie East (41...
Sr Pipeline Welding S...

Jeff Ellis (379307)
Sr Pipeline Welding S...

Jimmie Wood (39...
Distribution Project Spec

Michael Treadw...
Sr Pipeline Welding S...

Scott Cox (386428)
Sr Pipeline Welding S...

Stephen Godwin...
Sr Pipeline Welding S...

Ted Rodgers (46...
Sr Pipeline Welding S...

William Harper (...
Sr Pipeline Welding S...



41172 System Oper & Production (Mark Davis Sr (018546))

Mark Davis Sr (...)
41172 System Oper &...
DevelopmentalAssign...

See Page 132

Stephen Fields (...)
41179 Gas & Const M...
Supv Field Servs

6 See Page 148

Mark Davis Sr (...)
41676 System Oper &...
DevelopmentalAssign...

0 See Page 149

Steven Bowen (...)
41679 System Oper &...
Supv Technical Svcs

11 See Page 150

Tom Ringer (01...)
41680 System Oper &...
Supv, Gas System O...

10 See Page 152

Jonathan Neltner...
46251 System Oper &...
Supv, Gas System O...

11 See Page 153

Carrie Shelton (...)
Scheduling Spec - Ga...



41179 Gas & Const Maint 1.8 (Stephen Fields (096804))

(6)
Stephen Fields (...)
41179 Gas & Const M...
Supv Field Servs

See Page 147

Brian Waters (08...

Welder I

Dovetta Dangerf...

Interim Assignment

Joe Broering (44...

Welder II

Joshua Hitt (02...

Welder I

Robert Merkel (...)

Tool Repair Specialist

Shawn Seaver (...)

Welder I



41676 System Oper & Prod (Mark Davis Sr (018546) (Inherited))

(0)

Mark Davis Sr (...)
41676 System Oper &... DevelopmentalAssign...

See Page 147



41679 System Oper & Prod CGE 2 (Steven Bowen (023551))

(11)

Steven Bowen (...
41679 System Oper &...
Supv Technical Svcs

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Steven Bowen (...
41462 Gas Measure...
Supv Technical Svcs

10 See Page 151

Brian Crisler (09...
Control Technician I

Christopher Dut...
Control Technician III

Devin Elliott (27...
Control Technician I

Jeffrey Clark (45...
Control Technician III

Joshua Griffin (...
Instrument Repair Te...

Kelly Baker (44...
Meter Specialist II

Michael Buhma...
Meter Specialist II

Robert Richmond...
Control Technician III

Steven Nelson (...
Control Technician III

Victor Dean (01...
Control Technician I





(10)

Steven Bowen (...
41462 Gas Measure...
Supv Technical Svcs

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Dan Caple (01...
Meter Specialist II

David Krebs (04...
Meter Specialist II

Denny Caple (01...
Meter Specialist III

Ilyana Long (36...
Gas Operations Admi...

Jack Gilreath (09...
Meter Specialist II

Joe Brinker (01...
Meter Specialist I

John Floyd (02...
Meter Specialist II

Mark Kennedy (...
Meter Specialist I

scott schultz (03...
Meter Specialist II

Tonja Scott (07...
Meter Specialist I



41680 System Oper & Prod CGE 1 (Tom Rininger (019865))

(10)
Tom Rininger (01...
41680 System Oper &...
Supv, Gas System O...

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Brandon Poe (44...
Gas Systms Opr Mech III

Charlie Sluder (...
Gas Systms Opr Mech I

Darrell Johnson (...
Gas Systms Opr Mech III

David McEntire (...
Gas Systms Opr Mech I

Dennis Nauman (...
Gas Systms Opr Mech III

Dow Noble (06...
Gas Systms Opr Mech I

John Kraus (04...
Gas Systms Opr Mech I

Kimberly Spettel...
Gas Systms Opr Mech I

Pamela Osner (...
Gas Systms Opr Mech I

Tommy Myers (...
Gas Systms Opr Mech III



46251 System Oper & Prod CGE 3 (Jonathan Neltner (033559))

Jonathan Neltner...
46251 System Oper &...
Supv, Gas System O...

See Page 147

Barry Suedkamp...
Gas Systms Opr Mech II

Damon Powers (...)
Gas Systms Opr Mech III

David Mullins (05...)
Gas Systms Opr Mech I

Diane Walsh (08...)
Gas Systms Opr Mech I

Douglas Miller (...)
Gas Systms Opr Mech I

Gary Eckert (02...)
Gas Systms Opr Mech I

Jeffrey Hester (...)
Gas Systms Opr Mech III

Melinda Oliver-S...
Gas Systms Opr Mech II

Scott Goins (02...)
Gas Systms Opr Mech II

Thomas Elrod (...)
Gas Systms Opr Mech I

Walter Montgo...
Gas Systms Opr Mech III





46415 TFO Construction Support (Allen Casstevens (461267))

(0)

Allen Casstevens...
46415 TFO Constructi...
Manager Gas System...

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41175 FO DCM Midwest (Chad Fritsch (025902))

Chad Fritsch (02...
41175 FO DCM Midwe...
Dir Gas Ops Midwest

See Page 84

Greg Menetrey (...
25321 Gas Field Oper...
DevelopmentalAssign...

5 See Page 156

Benjamin Davis (...
33097 Construction- N...
Mgr Gas Field Opera...

3 See Page 160

Juan Williams (...
33107 Oper and Maint...
Mgr Gas Field Opera...

3 See Page 163

Nicholas Schack...
33516 Gas Field Oper...
Mgr Gas Field Opera...

7 See Page 167

Bret Litmer (28...
41176 Contractor Cons...
Mgr Gas Field Opera...

182 See Page 174

Doug Vaught (0...
CW-Professional

Glenn Litton (049...
CW-Professional

James Eldred (0...
CW-Professional



25321 Gas Field Operations Zone 2 (Greg Menetrey (055937))

51

Greg Menetrey (...)

25321 Gas Field Oper...

DevelopmentalAssign...

See Page 155

Bruce Greer (02...)

41186 Gas Constr & M...

Supv Field Servs

10 See Page 157

Chris Haggard (...)

41189 Gas Constr & M...

Supv Field Servs

9 See Page 158

Michael Gassett (...)

41417 Gas & Const M...

Supv Field Servs

14 See Page 159

Denny Shelton (...)

Supv Field Servs

Kim Hoppenjans...

Scheduling Spec - Ga...



41186 Gas Constr & Maint CGE 2 (Bruce Greer (029783))

(10)
Bruce Greer (02...
41186 Gas Constr & M...
Supv Field Servs

See Page 156

Arthur Reed (37...
Mechanic Operator I

Gerald Orth (45...
Mechanic Operator III

John Dischar (32...
Mechanic Operator III

Randall Gulley (...
Mechanic Operator I

Ryan Regenstein...
Apprentice Mech Ope...

Scott Brown (37...
Mechanic Operator I

Scott Kathman (...
Mechanic Operator III

Thomas Gholst...
Mechanic Operator II

Timothy Denne...
Mechanic Operator I

Trevor Moffett (...
Apprentice Mech Ope...



41189 Gas Constr & Maint CGE 5 (Chris Haggard (095890))

(9)

Chris Haggard (...
41189 Gas Constr & M...
Supv Field Servs

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Alex Klein (45...
Mechanic Operator III

Casey Woodyard...
Mechanic Operator I

Clifford Jeffery (...
Mechanic Operator I

David Kabler (47...
Mechanic III - C&M (1...

Jason Fizer (37...
Mechanic Operator I

Luke Dischar (45...
Mechanic Operator III

Paul Van Bensch...
Mechanic Operator III

Ryan Bailey (44...
Mechanic Operator II

Shane Kabler (45...
Mechanic Operator III





41417 Gas & Const Maint 1.6 (Michael Gassett (026675))

(14)
Michael Gassett (...
41417 Gas & Const M...
Supv Field Servs

See Page 156

Brennen Wald (...) Mechanic Operator II	Christopher Th... Mechanic Operator I	Connor Boesch (...) Mechanic III - C&M (1...	Craig Rittinger (...) Mechanic Operator I	Daniel Roessler (...) Mechanic Operator II	Dwight Daniel (...) Mechanic Operator I	Joe Butsch (01... Mechanic Operator I	Kyle Schmidt (45... Mechanic Operator III
Phillip Goetz (44... Mechanic Operator II	Russell Routt (07... Mechanic Operator I	Steve Helmer (47... Mechanic III - C&M (1...	Tim Lantry (04... Mechanic Operator I	Troy Duncan (09... Mechanic Operator I	William Stanforth... Mechanic Operator II		



33097 Construction- Nashville (Benjamin Davis (461229))

Benjamin Davis (...
33097 Construction- N...
Mgr Gas Field Opera...

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Yolanda Carter (...
33019 Construction T...
Supv Field Servs

10 See Page 161

Brendan Hand (...
33036 Construction T...
Supv Field Servs

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Mark Killian (46...
Sr Distribution Project...



33019 Construction Team- Nashville 1 (Yolanda Carter (462684))

(10)
Yolanda Carter (...
33019 Construction T...
Supv Field Servs

See Page 160

Bradley Goodm...
Ops Utility Tech- Inspe...

Dan Vaughn (46...
Ops Utility Tech- Inspe...

David Taylor (46...
Ops Utility Tech- Inspe...

Don Nevils (46...
Ops Utility Tech- Inspe...

Katie Bryan (46...
Ops Utility Tech- Inspe...

Kevin Dennis (46...
Ops Utility Tech- Inspe...

Kimberly Wilson (...
Operations Rep III

Leroy Joy (461627)
Operations Rep III

Spencer Drury (...
Ops Utility Tech- Inspe...

Wendell Sands (...
Ops Utility Tech- Inspe...



33036 Construction Team- Nashville 2 (Brendan Hand (479738))

(7)

Brendan Hand (...)

33036 Construction T...
Supv Field Servs

See Page 160

Greg Allen (46...)

Distribution Project Spec

Jenni Shipman (...)

Distribution Project Spec

Jerry Bell (On Le...)

Distribution Project Spec

Kathryn Bowlby (...)

Distribution Project Spec

Matt Brown (46...)

Distribution Project Spec

Tina Heath (46...)

Operations Rep III

Vicky Cordell (46...)

Distribution Project Spec



33107 Oper and Maint- Nashville (Juan Williams (461193))

Juan Williams (...
33107 Oper and Maint-...
Mgr Gas Field Opera...

See Page 155

Donny Whittaker...
33075 Oper & Maint -...
Supv Field Servs

21 See Page 164

Roger Byrd (46...
33076 Oper & Maint -...
Supv Field Servs

26 See Page 165

Juan Williams (...
33077 Oper & Maint -...
Mgr Gas Field Opera...

1 See Page 166





33075 Oper & Maint - Nashville 1 (Donny Whittaker (461693))

(21)

Donny Whittaker...
33075 Oper & Maint -...
Supv Field Servs

See Page 163

Adam England (...) Construction Rep I	Alonzo Holloway... Construction Rep I	Alton Westcott (...) Operations Technician	Chase Flewallen... Construction Rep I	Christopher Noel... Construction Rep III	Cody Elmore (47... Construction Rep I	Cody Fletcher (...) Construction Rep I	Corey Holland (...) Construction Rep II
Dakota Wink (47... Construction Rep I	David Burns (46... Construction Rep III	Glenn Hunt (46... Equipment Operator I	J.P. Hooper (46... Work Management S...	Jeremy Watson (...) Construction Rep III	Jonathan Cook (...) Construction Rep I	Jordan West (46... Equipment Operator I	Robert Woodard... Construction Rep I
Rusty Campbell (...) Operations Utility Tech	Steve King (46... Operations Utility Tech	Trinidad Lara (46... Equipment Operator I	William Baskin (...) Construction Rep III	Zachary Byrd (47... Construction Rep I			



33076 Oper & Maint - Nashville 3 (Roger Byrd (461706))

Roger Byrd (46...
33076 Oper & Maint -...
Supv Field Servs

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Alja Williams (4... Contingent Worker	Arthur Miller (472... Contingent Worker	Brennan Anthony... Equipment Operator I	Calvin Carter (46... Construction Rep I	Charles Finch (... Construction Rep III	Christopher Sch... Contingent Worker	Donald Mitchell... CW-Technician	Dondrel Howard... Contingent Worker
Drew Aldridge (... Equipment Operator I	Ethan Gilmore (... Construction Rep I	Harold Herod (46... Construction Rep I	Jason Whitaker (... Operations Garage Te...	Kenneth Wiggins... Gas Technician	Kevin Gann (46... Construction Rep I	Louis Mrzena (46... Work Management S...	Marilyn Thrash (... Construction Rep I
Michael Heath (4... Contingent Worker	Michel Hanna (4... Contingent Worker	Patricia McCormi... Contingent Worker	Randall Abston (... Construction Rep I	Richard Eschba... Construction Rep I	Ronald Mosley (... Equipment Operator II	Ronnie White (46... Gas Technician	Shannon Bates (... Construction Rep III
Sherrie McCor... Contingent Worker	Willie Hudson (... Equipment Operator I						



33077 Oper & Maint - Nashville 2 (Juan Williams (461193) (Inherited))

Juan Williams (...
33077 Oper & Maint -...
Mgr Gas Field Opera...

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Chandra Weed...
Admin Spec II



33516 Gas Field Operations Zone 1 (Nicholas Schack (097737))

Nicholas Schack...
33516 Gas Field Oper...
Mgr Gas Field Opera...

See Page 155

Ryan Smith (09...
25642 Gas & Const M...
Supv Field Servs

11 See Page 168

John Rogers (09...
41170 Gas & Const M...
Supv Field Servs

8 See Page 169

Tyler Grubb (26...
41171 Gas & Const M...
Supv Field Servs

6 See Page 170

Jay Dearth (01...
41185 Gas Constr & M...
Supv Field Servs

13 See Page 171

Geoffrey Vontz (...
41260 Gas & Const M...
Supv Field Servs

11 See Page 172

David Brayton (...
46307 Gas & Const M...
DevelopmentalAssign...

12 See Page 173

Dan Eichholz (02...
Scheduling Spec - Ga...



25642 Gas & Const Maint 1.1 (Ryan Smith (095893))

Ryan Smith (09...
25642 Gas & Const M...
Supv Field Servs

See Page 167

Bruce Greer (45... Mechanic Operator III	Douglas Verche... Mechanic Operator I	Eric Hoeweler (...) Mechanic Operator I	Eric Sowder (44... Mechanic Operator II	Jeff Scharf (01... Mechanic Operator I	Jon Folsom (45... Mechanic Operator III	Joshua Roaden (...) Mechanic Operator II	Taylor Rydzews... Mechanic Operator III
Thomas Konkoly... Apprentice Mech Ope...	Thomas Mitchell... Mechanic Operator III	Tyler Gregory (...) Apprentice Mech Ope...					



41170 Gas & Const Maint 1.3 (John Rogers (095056))

(B)
John Rogers (09...
41170 Gas & Const M...
Supv Field Servs

See Page 167

Anthony McDani...
Mechanic Operator II

Charles Collins (...
Mechanic Operator I

Charles Lambert...
Mechanic Operator I

Colt Stafford (45...
Mechanic Operator III

Jamie Heim (09...
Mechanic Operator I

Jason White (47...
Mechanic III

Kyle Hetzel (37...
Mechanic Operator I

Michael Tholen (...
Mechanic Operator I



41171 Gas & Const Maint 1.4 (Tyler Grubb (263008))

(6)

Tyler Grubb (26...
41171 Gas & Const M...
Supv Field Servs

See Page 167

Andy Finney (45...
Mechanic Operator III

Joey Rooks (47...
Mechanic III - C&M

John Wells (37...
Mechanic Operator I

Justin Bolender (...
Mechanic Operator II

Steven Bowerma...
Mechanic Operator I

Timothy Hughett...
Mechanic Operator I



41185 Gas Constr & Maint CGE 1 (Jay Dearth (018824))

(13)

Jay Dearth (01...
41185 Gas Constr & M...
Supv Field Servs

See Page 167

Brad Otten (06... Mechanic Operator I	Darryl Tolbert (08... Mechanic Operator I	Eric Morris (09... Mechanic Operator I	Glenn Poston (06... Mechanic Operator I	James Hampton... Mechanic Operator I	James Harrell (... Mechanic Operator I	Jeffrey Reiff (09... Mechanic Operator I	Kimberly Fritsch (... Mechanic Operator I
Michael Highhou... Mechanic Operator I	Mike Allen (01... Mechanic Operator I	Randy Banks (01... Mechanic Operator I	Steve Cassidy (... Mechanic Operator I	Steve Klei (04... Mechanic Operator I			



41260 Gas & Const Maint 1.5 (Geoffrey Vontz (086580))

(11)
Geoffrey Vontz (...
41260 Gas & Const M...
Supv Field Servs

See Page 167

Aaron Florence (...
Mechanic Operator III

Andrew Hopkins...
Mechanic Operator III

Anthony Littleton...
Mechanic Operator II

Brad Moerlein (...
Mechanic Operator III

Eric Zimmer (09...
Mechanic Operator I

Jacob Rebholz (...
Mechanic Operator III

James Hitch (44...
Mechanic Operator II

Lamar Penny (45...
Mechanic Operator III

Ryan Ward (44...
Mechanic Operator I

Tom Hornback (...
Mechanic Operator I

Tyler Morris (37...
Mechanic Operator I



46307 Gas & Const Maint New Hires (David Brayton (097740))

(12)

David Brayton (...
46307 Gas & Const M...
DevelopmentalAssign...

See Page 167

<p>Aaron Ray (41... Apprentice Mech Ope...</p>	<p>Austin Flaspohler... Mechanic III - C&M (1...</p>	<p>Cody Fischbach (... Apprentice Mech Ope...</p>	<p>Edwin Record (... Mechanic III - Gas Pla...</p>	<p>GRANT VERC... Mechanic III - C&M (1...</p>	<p>James MARA (... Mechanic III - C&M (1...</p>	<p>Joel Clore (02... Mechanic III - C&M (1...</p>	<p>Joshua Mains (... Apprentice Mech Ope...</p>
<p>Kendell Rauch (... Mechanic III - C&M (1...</p>	<p>Noah Wright (48... Mechanic III - C&M (1...</p>	<p>Quentin Hackm... Mechanic III - C&M (1...</p>	<p>Sean Hellkamp (... Mechanic III - C&M (1...</p>				



41176 Contractor Constr Mgmt (Bret Litmer (283274))

Bret Litmer (28...
 41176 Contractor Cons...
 Mgr Gas Field Opera...

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Katie Wilson (44...
 33547 MW DPS and T...
 Supv Field Servs

9 See Page 179

Melissa Vaughan...
 41178 Contractor Cons...
 Supv Field Servs

15 See Page 180

Jody Schmidt (46...
 41180 Contractor Cons...
 Supv Field Servs

8 See Page 181

Bret Litmer (28...
 41182 Contractor Cons...
 Mgr Gas Field Opera...

0 See Page 182

John Reichenbe...
 41183 Contractor Cons...
 Supv Field Servs

6 See Page 183

Bret Litmer (28...
 41184 Contractor Cons...
 Mgr Gas Field Opera...

0 See Page 184

Adam Franklin (4...
 CW-Craft

Adam Hogg (467...
 CW-Professional

Adam Lewis (467...
 CW-Professional

Adam Siegal (4...
 CW-Professional

Adrian Mickles (4...
 CW-Professional

Amanda Rauch (...
 Project Manager I

Amy Adleta (467...
 CW-Professional

Andy Eldridge (4...
 CW-Craft

Anthony Aliff (4...
 CW-Craft

Anthony Schmidt...
 CW-Craft

Aric Kassner (4...
 CW-Professional

Barry Moerlein (4...
 CW-Professional

Bobby Fultz (458...
 CW-Craft

Brad Maybury (4...
 CW-Craft

Brandon Hutchi...
 CW-Craft

Brandon Williams...
 CW-Craft

Brenda Stephens...
 CW-Craft

Brent Boger (467...
 CW-Professional

Brent Brewer (4...
 CW-Craft

Brian Guard (467...
 CW-Professional

Brock Coffman (4...
 CW-Craft

Bryant Presley (4...
 CW-Craft

Carol Smith (467...
 CW-Professional

Chad Chamblin...
 CW-Professional

Chad Finney (4...
 CW-Craft

Chad Shorten (4...
 CW-Craft

Charles Walters...
 CW-Professional

Charles Withers...
 CW-Professional

Chris Cecere (3...
 CW-Administrative/Cle...

Chris Eldridge (4...
 CW-Craft

Chris Mause (4...
 CW-Craft

Chris Shelley (4...
 CW-Craft

Christina Trumb...
 CW-Craft

Chuck Millay (4...
 CW-Professional



41176 Contractor Constr Mgmt (Bret Litmer (283274))

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Bret Litmer (28...
41176 Contractor Cons...
Mgr Gas Field Opera...

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Clint Free (46072... CW-Professional	Cody Fitzgerald... CW-Professional	Craig Allen (467... CW-Professional	Craig Shiveley (4... CW-Craft	Dakota Lewis (4... CW-Professional	Dale Franklin (4... CW-Craft	Dan Riehle (460... CW-Professional	Darren Grooms... CW-Craft
Darrin Love (467... CW-Professional	Darryl Garland (4... CW-Professional	Darryl Stone (2... CW-Professional	David Berry (472... CW-Craft	David Klein (45... Project Manager I	Derek Carmell (4... CW-Professional	Derek D'arcy (4... CW-Craft	Derek Wait (467... CW-Professional
Derrick Ruff (467... CW-Professional	Donald March (4... CW-Craft	Don Hill (46766... CW-Professional	Doug Bennett (4... CW-Professional	Doug Foster (467... CW-Craft	Doug Turner (3... CW-Craft	Dustin Boldman... CW-Professional	Dustin Leonard... CW-Craft
Dusty Kimberly... CW-Professional	Eduardo Rodrigu... CW-Craft	Emily Waters (3... CW-Professional	Erick Robinson... CW-Professional	Eric Smith (467... CW-Professional	Ernie Nesbit (467... CW-Craft	Eugene Johnson... CW-Craft	Geoff Pelletire (4... CW-Professional
Gerald Robinson... CW-Craft	Grant Jeager (4... CW-Craft	Hank Kilgore (4... CW-Craft	Isabella Van De... CW-Craft	Israel Toney (458... CW-Craft	Jake Pez (47781... CW-Craft	James Hunt (09... Scheduling Spec - Ga...	Jared Polley (467... CW-Craft



41176 Contractor Constr Mgmt (Bret Litmer (283274))

3 of 5 (182)

Bret Litmer (28...
41176 Contractor Cons...
Mgr Gas Field Opera...

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Jason Crabtree... CW-Craft	Jason Kremin (4... CW-Craft	Jeff Cash (46770... CW-Craft	Jeff Hunt (46770... CW-Craft	Jeremiah Jones... CW-Professional	Jeremy Blythe (4... CW-Craft	Jeremy Smiddy... CW-Craft	Jerod Osborne (4... CW-Craft
Jesse Fisher (4... CW-Craft	Jesse Spadie (4... CW-Professional	Joe Hedges (467... CW-Craft	Joel Herrmann (4... CW-Craft	John Corboy (4... CW-Professional	John Ellison (467... CW-Professional	John Fiscus (470... CW-Craft	John Smith (458... CW-Craft
John Turner (470... CW-Craft	Jonathon Neum... CW-Professional	Jordan McIntire... CW-Professional	Josh Hayslip (4... CW-Professional	Josh Knox (467... CW-Professional	Josh Lewis (467... CW-Professional	Josh Murphy (4... CW-Craft	Justin Hayes (4... CW-Professional
Justin Ross (472... CW-Craft	Karen Stephens... CW-Craft	Keiran Stafford... CW-Professional	Kyle Lambdin (4... CW-Craft	Larry Caldwell (4... CW-Professional	Lary Pelfrey (470... CW-Craft	Laylo Rodriguez... CW-Professional	Leonard Becraft... CW-Professional
Leonard Becraft... CW-Professional	Leon Morrison (3... CW-Manager/Supervisor	Logan McIntosh... CW-Craft	Mandi Hughes (4... CW-Professional	Marc Kremin (4... CW-Professional	Marc Ruble (467... CW-Professional	Mark Demeropol... CW-Professional	Mark Donaldson... CW-Craft



41176 Contractor Constr Mgmt (Bret Litmer (283274))

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Bret Litmer (28...
41176 Contractor Cons...
Mgr Gas Field Opera...

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Mark Dyson (469... CW-Craft	Mark Hellkamp... CW-Craft	Mark Hibbard (4... CW-Professional	Mark Maxwell (4... CW-Craft	Markus Tingle (4... CW-Craft	Michael Freels (4... CW-Professional	Michael Hayslip... CW-Craft	Michael Schneid... CW-Craft
Mike Brueggem... CW-Craft	Mike Kabler (467... CW-Professional	Mike Keith (470... CW-Professional	Mike Lewis (460... CW-Craft	Mike Simmons (4... CW-Professional	Mike Williams (4... CW-Professional	Nick Herscovici... CW-Professional	Nick Prince (467... CW-Craft
Pat McFarland (4... CW-Craft	Paul Hilerbran (4... CW-Professional	Quinn Millsop (4... CW-Craft	Randy Stenger... CW-Professional	Rick Grigsby (4... CW-Craft	Rick Parker (467... CW-Professional	Rick Spivey (472... CW-Craft	Rick Ward (467... CW-Professional
Robert Johnson... CW-Professional	Rob Tolliver (467... CW-Professional	Robyn Smith (4... CW-Craft	Rod Jones (458... CW-Craft	Roger Vogler (4... CW-Craft	Ron Barton (467... CW-Professional	Ron Simko (467... CW-Professional	Ron Warren (087... CW-Craft
Russel Clark (4... CW-Professional	Ryan Jackson (4... CW-Craft	Scott Totten (467... CW-Professional	Shane Kilgore (4... CW-Professional	Shane Lind (460... CW-Professional	Shane Mullenix... CW-Professional	Shannon Wilson... CW-Craft	Shawn Self (467... CW-Professional



41176 Contractor Constr Mgmt (Bret Litmer (283274))

5 of 5 (182)

Bret Litmer (28...
41176 Contractor Cons...
Mgr Gas Field Opera...

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Shaye Witherspo... CW-Professional	Steve Foster (4... CW-Craft	Steven Johnson... CW-Professional	Taryn Haenny (4... CW-Craft	Ted Goodman (4... CW-Professional	Terry Young (473... CW-Professional	Tim Bradley (467... CW-Professional	Tim Day (46772... CW-Craft
Tim Jackson (3... CW-Manager/Supervisor	Tim Lanham (4... CW-Professional	Tim Owens (467... CW-Professional	Tim Plurien (467... CW-Professional	Tim Whalen (467... CW-Professional	Tina Knock (467... CW-Craft	Tina Miller (467... CW-Professional	Tom Bausch (4... CW-Professional
Tony Vauthier (4... CW-Craft	Troy Young (479... CW-Professional	Tyler Swearingen... CW-Professional	Vincent Stike (4... CW-Craft	Wade Herald (4... CW-Professional	Willie Harp (460... CW-Professional		



33547 MW DPS and Technicians (Katie Wilson (441024))

(9)

Katie Wilson (44...
33547 MW DPS and T...
Supv Field Servs

See Page 174

Denise Gross (03...
Sr Gas Layout Tech

Eric Mentrup (02...
Sr Gas Layout Tech

Gerry Helm (46...
Distribution Project Spec

Kirk Dube (28...
Sr Distribution Project...

Mark Branscum (...
Sr Gas Layout Tech

Mark Louderback...
Sr Gas Layout Tech

Michael Rivera (...
Gas Layout Technician

Richard Hacker (...
Distribution Project Spec

Robert Stumpf (...
Distribution Project Spec



41178 Contractor Constr Mgmt CGE 1 (Melissa Vaughan (086072))

(15)

Melissa Vaughan...
41178 Contractor Cons...
Supv Field Servs

See Page 174

Allen Sorrell (07... Inspecting Mechanic	David Enzweiler (... Inspecting Mechanic	David Ruter (07... Inspecting Mechanic	Douglas Beahr (... Inspecting Mechanic	Gary Gregory (02... Inspecting Mechanic	Gregory James (... Inspecting Mechanic	Jay Ungerbuehl... Inspecting Mechanic	John Waits (08... Inspecting Mechanic
Kevin Bleser (01... Inspecting Mechanic	Kevin Hall (03... Inspecting Mechanic	Mark Bricking (01... Inspecting Mechanic	Robert Cooper (... Inspecting Mechanic	Thomas Allen (... Inspecting Mechanic	Todd Sprague (... Inspecting Mechanic	Troy Brown (01... Inspecting Mechanic	





41180 Contractor Constr Mgmt CGE 4 (Jody Schmidt (467695))

(8)

Jody Schmidt (46...

41180 Contractor Cons...
Supv Field Servs

See Page 174

Brian Brofft (01...
Inspecting Mechanic

Daniel Frey (02...
Inspecting Mechanic

Daniel J. Gilday (...
Inspecting Mechanic

Kevin O'Neill (06...
Inspecting Mechanic

Mike McAlpin (05...
Inspecting Mechanic

Paul Lang (04...
Inspecting Mechanic

Ricky Cornelius (...
Inspecting Mechanic

Russell C. Zimm...
Inspecting Mechanic



41182 Contractor Constr Mgmt CGE 6 (Bret Litmer (283274) (Inherited))

(0)

Bret Litmer (28...
41182 Contractor Cons...
Mgr Gas Field Opera...

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41183 Contractor Constr Mgmt CGE 7 (John Reichenberger (457995))

(6)

John Reichenbe...
41183 Contractor Cons...
Supv Field Servs

See Page 174

Gary Tuttle (08...
Inspecting Mechanic

James Hinkel (03...
Inspecting Mechanic

Jon Amburgey (...
Inspecting Mechanic

Robert Smith (07...
Inspecting Mechanic

Ronald Abrams (...
Inspecting Mechanic

Scott Newkirk (...
Inspecting Mechanic



41184 Contractor Constr Mgmt CGE 8 (Bret Litmer (283274) (Inherited))

(0)

Bret Litmer (28...

41184 Contractor Cons...

Mgr Gas Field Opera...

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33057 Pipeline Operations (Adam Long (461990))

(9)

Adam Long (46...
33057 Pipeline Operat...
Dir Gas Pipeline Opera...

See Page 83

Jim Clark (462101)
33003 LNG Plant- Hu...
Mgr-LNG

5 See Page 186

Ryan Smith (46...
33042 LNG Plant- Ben...
Mgr-LNG

5 See Page 188

Scott Myles (46...
33043 LNG Plant- Nas...
Mgr-LNG

6 See Page 190

Alan Henderson (...
33044 Compression a...
Mgr-Compression & C...

8 See Page 192

Robert Mastenb...
33054 SCADA and Co...
DevelopmentalAssign...

23 See Page 193

Brad Holbrook (...
33056 Eng Sys Planni...
Mgr, Gas Control

13 See Page 194

Eric Emmerich (...
41197 Gas Control (Er...
Mgr, Gas Control

8 See Page 195

Christopher Law...
46361 MW OH/KY Pro...
Mgr Propane Operations

1 See Page 196

David Smith (40...
Mgr-SCADA & Controls





33003 LNG Plant- Huntersville (Jim Clark (462101))

(5)

Jim Clark (462101)
33003 LNG Plant- Hu...
Mgr-LNG

See Page 185

Tony Bridges (46...
33040 LNG Maintena...
Supv-LNG Maintenance

3 See Page 187

Brian Fluharty (...
LNG Operator II

Chuck Freeman (...
LNG Operator II

Daniel Rupert (...
LNG Operator II

Marc Michel (48...
LNG Tech Trainee



33040 LNG Maintenance-Huntersville (Tony Bridges (462271))

(3)

Tony Bridges (46...
33040 LNG Maintena...
Supv-LNG Maintenance

See Page 186

Chad Greene (12...

LNG Operator I

Curtis McGuire (...)

LNG Operator II

Russ Runkles (...)

LNG Operator II



33042 LNG Plant- Bentonville (Ryan Smith (462497))

(5)

Ryan Smith (46...
33042 LNG Plant- Ben...
Mgr-LNG

See Page 185

Steve Smith (37...
33039 LNG Mainten...
Supv-LNG Maintenance

4 See Page 189

Jonathan Gurley...
Operator - LNG

Lee Denning (46...
Operator - LNG

Matt Peters (46...
Operator - LNG

Tony Lee (384817)
Operator - LNG



33039 LNG Maintenance - Bentonville (Steve Smith (376921))

(4)

Steve Smith (37...
33039 LNG Maintenan...
Supv-LNG Maintenance

See Page 188

Bobby Whitfield (...
Electronic/Instrument...

Brandon Brock (...
Sr Electronic/Instrume...

Delmer Keen (37...
Sr Electronic/Instrume...

Ronald Barwick (...
Sr Electronic/Instrume...



33043 LNG Plant- Nashville (Scott Myles (461962))

(6)

Scott Myles (46...
33043 LNG Plant- Nas...
Mgr-LNG

See Page 185

Jason Earles (46...
33041 LNG Mainten...
Supv-LNG Maintenance

See Page 191

David Mayes (46...
LNG Plant Operator

Joe Newton (46...
LNG Plant Operator

John Jones (46...
LNG Plant Operator

Kyle Strane (46...
LNG Plant Operator

Stephen Smiley (...
LNG Plant Operator



33041 LNG Maintenance - Nashville (Jason Earles (461886))

(3)

Jason Earles (46...
33041 LNG Mainten...
Supv-LNG Maintenance

See Page 190

Stephen Stiles (...
LNG Technician

Terry Hime (46...
LNG Technician

Wendy McKenzie...
LNG Technician



33044 Compression and Controls Team (Alan Henderson (391995))

(8)

Alan Henderson (...
33044 Compression a...
Mgr-Compression & C...

See Page 185

Aaron Muniz (39...
Sr Compressor Techn...

Dwayne Stewart...
Sr Compressor Techn...

Eric Stakem (47...
Compressor Tech

Jason Kivett (37...
Compressor Tech

Lance Eckford (...
Lead Compressor Tec...

Phillip Payne (46...
Sr Compressor Techn...

Richard Wentla...
Sr Compressor Techn...

Walt Hix (406064)
Sr Compressor Techn...





33054 SCADA and Controls Team (Robert Mastenbrook (462350))

(23)

Robert Mastenb...
33054 SCADA and Co...
DevelopmentalAssign...

See Page 185

Adeem Chaudha... Contingent Worker	Andrew Potkins... Contingent Worker	Ben Edokpayi (4... Contingent Worker	Chris Mohr (461... Contingent Worker	Daniel Bennett (4... Contingent Worker	David Bortnem (... Lead Engineer	David Crosson (... Operations Technician-...	Howie Duong (4... Contingent Worker
Jacob Randall (4... Contingent Worker	Jared Bladon (4... Contingent Worker	Jere Guillory (4... Contingent Worker	Jim Acord (46... SCADA Network Admi...	Jonathan Galleg... Contingent Worker	Jorge Torres (4... Contingent Worker	Josie Liu (46387... Contingent Worker	Maria Hernandez... Contingent Worker
Neville Lai (463... Contingent Worker	Peter Chippure... Contingent Worker	Pete Sardelich (4... Contingent Worker	Silim Nahdy (463... Contingent Worker	Thao Nguyen (4... Contingent Worker	Valmore Jarrell (... SCADA Network Admi...	Veronica Leung... Contingent Worker	



33056 Eng Sys Planning & Controls (Brad Holbrook (461677))

(13)

Brad Holbrook (...)
33056 Eng Sys Planni...
Mgr, Gas Control

See Page 185

Christopher Inghr...
Gas Controller

Curt Lowder (46...
Gas Controller

Doug Morrison (...)
Gas Controller

James Huneycutt...
Gas Controller

Jerry Morgan (46...
Gas Controller

Kim Alsop (46...
Gas Controller

Michael Keezel (...)
Gas Control System O...

Michael Sandov...
Gas Controller

Michael Williams...
Gas Controller

Mickey Martin (...)
Gas Controller

Nate Higgins (03...
Gas Controller

Tommy Tully (47...
Gas Control System O...

Tony Hall (461996)
Gas Controller



41197 Gas Control (Eric Emmerich (022648))

(8)

Eric Emmerich (...
41197 Gas Control (Er...
Mgr, Gas Control

See Page 185

Dan Geers (09...
Coord, Gas Control

Don Miller (05...
Gas Controller

Joe Merritt (05...
Gas Controller

Ken Deters (01...
Gas Controller

Michael Reed (...
Gas Controller

Mike Vukich (086...
CW-Professional

Ryan Laney (03...
Gas Controller

Steve Welte (08...
Gas Controller





46361 MW OH/KY Propane Operations (Christopher Lawhead (450424))

(1)

Christopher Law...
46361 MW OH/KY Pro...
Mgr Propane Operations

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Christopher Law...
41677 System Oper &...
Mgr Propane Operations

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41677 System Oper & Prod CGE 4 (Christopher Lawhead (450424) (Inherited))

Christopher Law...
41677 System Oper &...
Mgr Propane Operations

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Adam Cruse (03...
Gas Plant Operator II

Benita Epperson...
Gas Plant Operator I

David Scheibly (...
Gas Plant Operator I

Donna Penningt...
Gas Plant Operator II

Earl Martin (05...
Gas Plant Operator I

James Perry (06...
Gas Plant Operator I

Matt Doerman (...
Gas Plant Operator I

Peter Cooke (45...
Supv Propane Opera...

Stephen Burrus (...
Gas Plant Operator III

Timothy Town (...
Gas Plant Operator II



33099 Engineering and Tech Services (Martin Petchul (461109))

(4)

Martin Petchul (...
33099 Engineering and...
GM Gas Asset Mgmt&...

See Page 83

Monica Treverton...

33065 Ops Asset Mg...
Mgr Gas Asset Data...

5 See Page 199

Neil Moser (46...

33100 Asset Integrity...
Dir Gas Engg & Asset...

9 See Page 205

Milton Henders...

33504 Asset Safety Ma...
Dir Gas Asset Safety...

2 See Page 213

Melton Huey (46...

33505 Asset Risk Ma...
Dir Gas Asset Risk M...

4 See Page 217



33065 Ops Asset Mgmt Sys (Monica Treverton (461044))

(5)

Monica Treverton...
33065 Ops Asset Mg...
Mgr Gas Asset Data...

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John Rankin (29...
24744 Gas Mapping (...
Supv - Gas GIS Data...

15 See Page 200

Robert McLella...
24745 Gas Records (...
Supv - Gas Asset Re...

17 See Page 201

David Plemons (...
33062 GIS Spatial Ana...
Supv - Gas GIS Spatial...

5 See Page 202

Rob Floyd (46...
33063 GIS Team (Rob...
Supv - Gas GIS Data...

22 See Page 203

Janie Norton (46...
46286 Asset Data Qua...
Sr Project Manager

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24744 Gas Mapping (John Rankin (290819))

(15)

John Rankin (29...

24744 Gas Mapping (...
Supv - Gas GIS Data...

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Andrew Gutierrez...
Gas Technician

Benjamin Holm (...
Gas Technician

Chris Jancowskis...
CW-Professional

Eric Twum (460...
CW-Professional

Holly McLaughlin...
Sr Gas Layout Tech

Jeff Hall (374750)
Gas Layout Technician

Jeffrey Mohr (09...
Sr Gas Layout Tech

Jeremy Pratt (03...
Sr Gas Layout Tech

Mark Duncan (27...
Gas Layout Technician

Matthew Hurd (...
Gas Technician

Nicholas Arble (4...
CW-Professional

Nicholas Hug (4...
CW-Professional

Randy Glenn (0...
CW-Professional

Robyn Denham (...
Gas Layout Technician

Ryan Mollmann (...
Gas Technician



24745 Gas Records (Robert McLelland (434005))

Robert McLella...
24745 Gas Records (...
Supv - Gas Asset Re...

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Adam Taylor (4...
CW-Professional

Amy Motsinger...
CW-Professional

Ashley Landers...
CW-Professional

Brian Balsley (45...
Gas Technician

Courtney Rump...
CW-Professional

Dale Hathaway...
CW-Professional

Ethel Maxwell (4...
CW-Professional

Jaison Lee (460...
CW-Professional

Jennifer Blackbu...
Gas Document Speci...

Jim Hurtt (040656)
Sr Gas Layout Tech

Joann Luckey (...
Asset Records Specialist

Joseph Piatt (441...
CW-Technician

Kyle Rehn (481...
CW-Professional

LaShanta McKoy...
Asset Records Specialist

Megan Selonke...
CW-Professional

Peggy LaDow (0...
CW-Professional

Robin Bledsoe (4...
CW-Professional



33062 GIS Spatial Analytics Team (David Plemons (462207))

(5)

David Plemons (...
33062 GIS Spatial Ana...
Supv - Gas GIS Spatial...

See Page 199

Brittany Moonly (...
Systems Analyst-GIS

David Bucklin (46...
Systems Administrato...

Declan Crossey (...
Systems Analyst-GIS

Emily Walker (46...
Systems Analyst-GIS

Precious Lewis (...
Sr Systems Analyst...



33063 GIS Team (Rob Floyd (461385))

(22)

Rob Floyd (46...
33063 GIS Team (Rob...
Supv - Gas GIS Data...

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Alexander Whitw... CW-Professional	Benjamin Riddle... CW-Professional	Crystal Hardin (... GIS Technologist II	Greg Smith (46... GIS Technologist II	Gwen Matsuo (... GIS Technologist II	James Honeycutt... CW-Professional	Jamus Perry (4... Contingent Worker	Jason Floor (46... GIS Technologist II
Jean Lin (466149) GIS Technologist I	Jennie Casanova... CW-Professional	Joshua Curran (... GIS Technologist I	Kendall Hammon... GIS Technologist II	Kenny Buckenm... CW-Professional	Mark Frodge (46... GIS Technologist II	Matt Swanson (... GIS Technologist II	Melissa Walters... Contingent Worker
Michael Erickson... GIS Technologist II	Michael Wendler... GIS Technician	Mike Hedgepeth... Natural Gas GIS Tec...	Preston Chambe... CW-Professional	Rosalie Maltba (... GIS Technologist II	Zane Helsel (46... GIS Technologist I		



46286 Asset Data Quality PMO (Janie Norton (462107))

31
Janie Norton (46...
46286 Asset Data Qua...
Sr Project Manager

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Breanna Williams...	Brendan Susino...	Caleb Myrick (4...	Carly Bradshaw...	Cody Layton (4...	Dan Bruchez (4...	Douglas Arnott (4...	Dwayne Vaugh...
CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional
George Fink (465...	Jacob Lewando...	James Puyda (4...	Jeffrey Baker (4...	Jibade Adeniram...	Joseph Mack (4...	Joseph Muller (4...	Joseph Sarno (4...
CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional
Kenneth Lee (4...	Laura Coppola (4...	Lendee Henry (4...	Leo Szalkowski...	Liz Jimenez (477...	Madeline Nogal...	Matthew Bednar...	Matthew Moore...
CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional
Nicholas Miller (4...	Richard Jahoda...	Shiran Sewpal (4...	Taylor Koss (480...	Theodore Thom...	Tom Finkhousen...	William Parker (4...	
CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	CW-Professional	



33100 Asset Integrity Management (Neil Moser (462361))

(9)

Neil Moser (46...
33100 Asset Integrity...
Dir Gas Engg & Asset...

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David Emerick (...
23387 Systems Engin...
Mgr Gas Op Engineering

11 See Page 206

Neil Moser (46...
33002 Ops Complian...
Dir Gas Engg & Asset...

0 See Page 207

Jim Kalish (46...
33050 Manager-Engin...
Mgr Gas Op Engineering

7 See Page 208

Steve Lisk (11...
33055 System Planni...
Mgr-System Planning

9 See Page 209

Michael Corrigan...
33058 Eng Tech Sup...
Mgr Gas Op Engineering

5 See Page 210

Janel Smith (46...
33746 Asset Integrity...
Mgr Gas Technical Su...

8 See Page 211

Edmond Boone (...
Principal Engineer

Elizabeth Sirota (...
Engineering Project An...

Rob Friesen (420...
CW-Professional



23387 Systems Engineering & Planning (David Emerick (269507))

(11)

David Emerick (...)
23387 Systems Engin...
Mgr Gas Op Engineering

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Allisa Puckett (47...)
College Co-op - 4 Year

Ben Johnson (44...)
Engineer II

Christopher Wo...
College Co-op - 4 Year

Elias Bahlebi (48...)
College Co-op - 4 Year

Kelsey Pace (32...)
Engineer II

Kevin Kuisti (37...)
Engineer I

Maggie Loeffler (...)
College Co-op - 4 Year

Mark Brownstein...
Senior Engineer

Matthew Hughes...
Engineer III

Nicholas Weil (44...)
Engineer III

Sharan Parikh (...)
Engineer III





33002 Ops Compliance Programs Team (Neil Moser (462361) (Inherited))

(0)

Neil Moser (46...

33002 Ops Complian...

Dir Gas Engg & Asset...

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33050 Manager-Engineering (Jim Kalish (460970))

(7)
Jim Kalish (46...
33050 Manager-Engin...
Mgr Gas Op Engineering

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Elizabeth Lemo...	John Reese (46...	Jose Colon (48...	Reid Jamil (28...	Remington Leig...	Wesley Billups (...)	William Jenkins (...)
Engineer III	Senior Engineer	Senior Engineer	Engineer II	Engineer II	Engineer III	Lead Engineer



33055 System Planning Team (Steve Lisk (113421))

(9)

Steve Lisk (11...
33055 System Planni...
Mgr-System Planning

See Page 205

Charles Rust (03...
Senior Engineer

Christy Mollet (36...
Engineer II

Dayna Rauwerdi...
Engineer III

Dustin Brisset (...
Engineer III

James Hodge (...
Engineer II

Jim Thweatt (46...
Principal Engineer

Matt Clements (...
Engineer III

Rafael Reyes (46...
Engineer III

Robert Stasko (...
Lead Engineer



33058 Eng Tech Support & Standards (Michael Corrigan (427336))

(5)

Michael Corrigan...
33058 Eng Tech Sup...
Mgr Gas Op Engineering

See Page 205

Garrett Long (46...

Engineer III

Jayson Womack...

Senior Engineer

Jeffrey Barna (46...

Engineer II

Jeremy Grabows...

Engineer III

Wesley Kiser (46...

Engineer III



33746 Asset Integrity Mgmt Team (Janel Smith (461042))

(8)

Janel Smith (46...
33746 Asset Integrity...
Mgr Gas Technical Su...

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Philip Stephens (...
33948 Midwest Engin...
Supv Technical Svcs

5 See Page 212

Alfred Arce (46...
Engineering Technolog...

Ernest Cage (4...
Contingent Worker

Jerry Padgett (4...
Contingent Worker

Joseph Nelson (4...
CW-Professional

Steven Burnette...
Contingent Worker

Susan Vitale (4...
CW-Professional

Terry Thrower (4...
Contingent Worker



33948 Midwest Engineering Techn Svcs (Philip Stephens (456880))

(5)

Philip Stephens (...)

33948 Midwest Engin...
Supv Technical Svcs

See Page 211

Brian Coffey (37...)

Engineering Technolo...

David Horton (27...)

Gas Controls System T...

Jeff Smith (07...)

Sr Engineering Techn...

Lori Turner (08...)

Sr Gas Layout Tech

Randy Hisle (03...)

Sr Gas Layout Tech



33504 Asset Safety Management (Milton Henderson (461907))

(2)

Milton Henders...
33504 Asset Safety Ma...
Dir Gas Asset Safety...

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Farris Berry (46...
33059 Pipeline Safety...
Mgr-Pipeline Safety

4 See Page 214

Randy Bost (46...
33115 Policies and Pr...
Mgr-Policies & Proce...

3 See Page 216



33059 Pipeline Safety (Farris Berry (461561))

(4)

Farris Berry (46...
33059 Pipeline Safety...
Mgr-Pipeline Safety

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Randall Suttles (...
33566 MW Pipeline Sa...
Supv Gas Regulatory...

5 See Page 215

Christopher Ran...
Pipeline Safety & Co...

Patrick Kehoe (...
Reg Compliance Spec...

Veronica Burton (...
Regulatory Complian...



33566 MW Pipeline Safety (Randall Suttles (083105))

(5)

Randall Suttles (...
33566 MW Pipeline Sa...
Supv Gas Regulatory...

See Page 214

Bill Roth (096354)

Sr Reg Compliance S...

Bob Barrett (On...

Regulatory Complian...

David VanGieson...

Regulatory Complian...

Laura Mate (02...

Lead Engineer

Sue Gilb (027774)

Sr Reg Compliance S...



33115 Policies and Procedures Team 2 (Randy Bost (460872))

(3)

Randy Bost (46...

33115 Policies and Pr...
Mgr-Policies & Proce...

See Page 213

Robert Mohler (...)

Pipeline Safety & Co...

Steven Ashton (...)

Regulatory Complian...

Tracy Wyatt (46...)

Regulatory Complian...





33505 Asset Risk Management (Melton Huey (466450))

(4)

Melton Huey (46...
33505 Asset Risk Ma...
Dir Gas Asset Risk M...

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Jim Collins (36...
24572 Gas Pipeline Int...
Mgr Distribution Integrity

6 See Page 218

Mara Sikora (46...
33066 Transmission I...
Mgr-Transmission Inte...

7 See Page 219

Don Mitchell (41...
33067 Engineering Sy...
Mgr-System Integrity

6 See Page 220

Cory Hunter (46...
46274 Pipeline Integri...
Manager Gas Integrity...

3 See Page 225



24572 Gas Pipeline Integrity (Jim Collins (367759))

(6)

Jim Collins (36...
24572 Gas Pipeline Int...
Mgr Distribution Integrity

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Dave Brodbeck...
CW-Professional

Kenneth Walker (...
Gas Integrity Risk Pro...

Matthew Brown (...
Senior Engineer

Michelle Keys (...
Gas Integrity Risk Pro...

Ronya Nabors (...
Integrity Risk Support...

Sonya Martin (46...
Gas Integrity Risk Pro...



33066 Transmission Integrity Team (Mara Sikora (460919))

(7)
Mara Sikora (46...
33066 Transmission I...
Mgr-Transmission Inte...

See Page 217

Jonathan Sarvis (...)

Engineer I

Michael Fiora (46...)

Engineer III

Penny Rogers (4...)

Contingent Worker

Steven Biles (4...)

Contingent Worker

Temitope Ajibola...

DevelopmentalAssign...

Vince Andres (0...)

CW-Professional

Wahid Parvez (...)

Lead Engineer



33067 Engineering System Integrity (Don Mitchell (413569))

(6)

Don Mitchell (41...
33067 Engineering Sy...
Mgr-System Integrity

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Russ Farnsworth...
33060 Eng System In...
Supv-System Integrity

10 See Page 221

Ron Gusler (46...
33061 Eng System In...
Supv-System Integrity

10 See Page 222

Brandon Cashwe...
33764 System Integrity...
Supv-System Integrity

6 See Page 223

Don Mitchell (41...
41199 Corrosion Eng...
Mgr-System Integrity

6 See Page 224

Mark Clodfelter (...
Lead System Integrity...

Mickey Hargrove...
Lead System Integrity...



33060 Eng System Integrity-East (Russ Farnsworth (462191))

Russ Farnsworth...
33060 Eng System In...
Supv-System Integrity

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Bolen Young (46...
System Integrity Tech-...

Dean Kepley (46...
System Integrity Techn...

Greg Herring (46...
System Integrity Tech-...

Leigh Hobbs (46...
System Integrity Tech-...

Myles Beaulieu (...
System Integrity Tech-...

Ralph Miller (46...
Sr System Integrity T...

Ray Link (461311)
System Integrity Tech-...

Ron Conner (46...
Sr System Integrity T...

Stetson Haynes (...
System Integrity Tech-...

Tommy Law (46...
System Integrity Techn...



33061 Eng System Integrity-West (Ron Gusler (461288))

(10)

Ron Gusler (46...
33061 Eng System In...
Supv-System Integrity

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Adam Roark (46...
System Integrity Tech...

Benjamin Vess (...
Sr System Integrity T...

Billy Jones (46...
System Integrity Techn...

Charlie Hooper (...
System Integrity Techn...

Don Bankhead (...
System Integrity Tech...

Greg Scroggs (...
System Integrity Techn...

Jody Kelly (46...
System Integrity Tech...

Joshua Pulley (...
System Integrity Tech...

Lance Edwards (...
System Integrity Techn...

Sean Finn (46...
Sr System Integrity T...



33764 System Integrity Team (Brandon Cashwell (398309))

(6)

Brandon Cashwe...
33764 System Integrity...
Supv-System Integrity

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David Harrington...
System Integrity Techn...

John Whitlock (...
Sr System Integrity T...

John Wood (41...
Sr System Integrity T...

Larry Vinson (46...
System Integrity Tech...

Nicholas Bullard...
System Integrity Tech...

Ryan Boothe (46...
System Integrity Techn...



41199 Corrosion Eng & Control (Don Mitchell (413569) (Inherited))

(6)

Don Mitchell (41...
41199 Corrosion Eng...
Mgr-System Integrity

See Page 220

Chris Hageman (...
Corrosion Technician A

Christopher Bradl...
Corrosion Technician A

Ken Banks (06...
Corrosion Technician A

Michael Johnson...
Corrosion Technician B

Richard Lupp (05...
Corrosion Technician B

Tom Heck (03...
Corrosion Technician A



46274 Pipeline Integrity Risk (Cory Hunter (461078))

(3)

Cory Hunter (46...
46274 Pipeline Integri...
Manager Gas Integrity...

See Page 217

Andrew Linn (45...
Sr Gas Pipeline Integri...

Ethan Heidtman (...
Gas Pipeline Integrity...

Walter McCoy (...
Gas Pipeline Integrity...



33102 Natural Gas Major Projects (Amy Presson (218976))

(7)
Amy Presson (21...
33102 Natural Gas Maj...
GM Gas Major Projects

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Greg Hazlett (46...
33051 NGBU PMO (...
Dir Gas PMO

13 See Page 227

Chris Albers (32...
33052 Engineering Pro...
Project Director

4 See Page 230

Dennis Ivey (42...
33095 Construction -...
Mgr Gas Privatization P...

2 See Page 231

Eric Habecker (...
33285 Engineering Pro...
Project Director

5 See Page 232

Christopher Coly...
41201 Major Projects...
Project Director

6 See Page 233

Ashley Phillips (...
46329 NGBU MP Impl...
Mgr NGMP Implement...

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Bradley Patters...
Developmental Assig...



33051 NGBU PMO (Greg Hazlett (461954))

(13)

Greg Hazlett (46...

33051 NGBU PMO (...
Dir Gas PMO

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Debby Hatley (12...

46284 NGBU Project...
Manager Project Con...

18 See Page 228

Robin McKinney...

46285 NGBU MAOP a...
Principal MAOP Proj S...

11 See Page 229

Christina Tucker...

Contingent Worker

Daniel Cook (463...

Contingent Worker

Fatou Bayo (462...

Contingent Worker

Jared Willingham...

Contingent Worker

Jennifer Kiser (...)

Sr PMO Analyst

Josh Fuelling (4...

Contingent Worker

Matt Lamb (462...

Contingent Worker

Matt Swintz (463...

Contingent Worker

Ryan Belyea (4...

CW-Professional

Sydney Gilmore...

Contingent Worker

Whitney Land (4...

Contingent Worker



46284 NGBU Project Controls (Debby Hatley (128566))

(18)
Debby Hatley (12...
46284 NGBU Project...
Manager Project Con...

See Page 227

Ann Chesley (3... CW-Professional	Brandi Siau (467... Contingent Worker	Brannon Shaffer... CW-Professional	Carey York (121... Contingent Worker	Charles Phillips... CW-Professional	Christopher McK... Contingent Worker	Christopher Pete... CW-Professional	Clorathia White... Contingent Worker
Dale Newcombe... CW-Professional	Doug Hathaway... Contingent Worker	Georgina Purcell... Contingent Worker	Jacqueline Veit... Contingent Worker	John McAleer (4... Contingent Worker	Kelly Dubs (349... CW-Professional	Matthew Fergus... CW-Professional	Matthew Gramst... CW-Professional
Steve Gainey (47... Principal Proj Controls...	Yolanda Cassells... Contingent Worker						



Robin McKinney...
46285 NGBU MAOP a...
Principal MAOP Proj S...

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Alexander Padilla...
Contingent Worker

Brennan Templet...
Contingent Worker

Cheri Jones (470...
Contingent Worker

Judith Harper (2...
Contingent Worker

Michelle Condra...
Contingent Worker

Rosa Hernandez...
Contingent Worker

Rusti-Ann Cham...
CW-Professional

Sarah Ross (474...
CW-Professional

Simone Rucker...
CW-Professional

Tanya Blyther (4...
Contingent Worker

Timothy Wash (0...
CW-Professional



33052 Engineering Program Team 1 (Chris Albers (328918))

(4)

Chris Albers (32...
33052 Engineering Pro...
Project Director

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Dave Vena (46...
Project Manager II

Jason Brown (46...
Sr Project Manager

Pinkney Bynum (...
Project Manager II

Tom Morris (46...
Sr Project Manager



33095 Construction - Fayetteville (Dennis Ivey (427973))

(2)

Dennis Ivey (42...
33095 Construction -...
Mgr Gas Privatization P...

See Page 226

Allan Burdett (4...

CW-Professional

Odetta Walker (...)

Sr Admin Spec



33285 Engineering Program Team 2 (Eric Habecker (462705))

Eric Habecker (...)
33285 Engineering Pro...
Project Director

See Page 226

Aaron Weldon (...)
Project Manager II

Bobby Worthingt...
Project Manager II

Ned Dietrich (15...
Sr Project Manager

Sanu Odugbesan...
Contingent Worker

Tracy Landrum...
CW-Professional



41201 Major Projects Program Team 4 (Christopher Colyer (274309))

Christopher Coly...
41201 Major Projects...
Project Director

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Bobby Garner (...
33047 Engineering Pro...
Sr Project Manager

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Adam Pollak (45...
Project Manager II

Ananya Hiremath...
CW-Professional

Bradley Seiter (...
Project Manager II

James Olberding...
Sr Project Manager

John Perkins (27...
Project Manager II



33047 Engineering Project Manager (Bobby Garner (461746))

(3)

Bobby Garner (...
33047 Engineering Pro...
Sr Project Manager

See Page 233

Jimmie Stone (4...
CW-Professional

Mickey Hardison...
CW-Professional

Wilson Tucker (4...
Contingent Worker



46329 NGBU MP Implementation (Ashley Phillips (461346))

1 of 2 (43)

Ashley Phillips (...)
46329 NGBU MP Impl...
Mgr NGMP Implement...

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<p>Clayton Parker (...) 33519 Construction-Fa... Implementation Super...</p> <p>0 See Page 237</p>	<p>Matt Weber (08...) 46294 NaturalGas Mjr... Implementation Superi...</p> <p>10 See Page 238</p>	<p>Bill Ingham (46...) Implementation Superi...</p>	<p>Buck Switzer (46...) Implementation Superi...</p>	<p>Chad Harper (4...) CW-Professional</p>	<p>Charlie Gilman (...) Implementation Super...</p>	<p>Dan Dancer (482...) CW-Professional</p>	<p>Daniel Klimczyk (...) Implementation Superi...</p>
<p>Darron Clayton... CW-Professional</p>	<p>David Buchanan... CW-Professional</p>	<p>David Cuda (456...) CW-Professional</p>	<p>David Turner (4...) CW-Professional</p>	<p>Deborah Britt (1...) CW-Professional</p>	<p>Dennis Roberts... Implementation Superi...</p>	<p>Drew Johnson (4...) CW-Professional</p>	<p>Gordon Evans (...) Implementation Super...</p>
<p>Guy Lumpkin (4...) CW-Professional</p>	<p>Jeffrey Smith (4...) CW-Professional</p>	<p>Joe Heckman (...) Implementation Super...</p>	<p>Joel Smith (474...) Contingent Worker</p>	<p>Joey Tilghman (4...) CW-Professional</p>	<p>John Moss (480...) CW-Professional</p>	<p>John Rinehart (4...) CW-Professional</p>	<p>Jon Trapp (08...) Implementation Superi...</p>
<p>Justin Brown (4...) CW-Professional</p>	<p>Maggie Thomas... CW-Professional</p>	<p>Michael Hensley... CW-Professional</p>	<p>Michael Parham... CW-Professional</p>	<p>Michael Reikows... Implementation Super...</p>	<p>Michelle Lovele... CW-Professional</p>	<p>Rex Duggan (4...) CW-Professional</p>	<p>Robert Kingery... CW-Professional</p>
<p>Robert Waldrep... CW-Professional</p>	<p>Rory Williamson... CW-Professional</p>	<p>Shaun Huneycutt... Implementation Superi...</p>	<p>Shaun Wright (4...) CW-Professional</p>	<p>Shawn Everette (...) Implementation Super...</p>	<p>Steven Harvey (4...) CW-Professional</p>	<p>Tammy Moseley... CW-Professional</p>	<p>Timothy Stricker... CW-Professional</p>



46329 NGBU MP Implementation (Ashley Phillips (461346))

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Ashley Phillips (...
46329 NGBU MP Impl...
Mgr NGMP Implement...

See Page 226

Tracy Funderbu...

Implementation Superi...

William Carter (4...

CW-Professional

William Tarey (4...

CW-Professional



33519 Construction-Fayetteville Team (Clayton Parker (462712))

(0)

Clayton Parker (...
33519 Construction-Fa...
Implementation Super...

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Matt Weber (08...
46294 NaturalGas Mjr...
Implementation Superi...

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Antonio Flores (4...
CW-Professional

Jeremy Dickey (4...
CW-Professional

Jim Klump (045...
CW-Professional

Justin Pick (482...
CW-Professional

Katherine Johns...
CW-Professional

Martha Blanco (4...
CW-Professional

Ronnie Williams...
CW-Professional

Scott Colvin (481...
CW-Professional

Tammy Hargrave...
CW-Professional

Wesley Brown (4...
CW-Professional



33121 Operations Performance (Jeremy Koster (460976))

Jeremy Koster (...)
33121 Operations Per...
GM Gas Operations...

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Jeremy Koster (...)
33103 Operations Sys...
GM Gas Operations...

7 See Page 240

Amber Lineback...
33112 Organizational...
Dir Natural Gas Learni...

6 See Page 241

Todd Linerode (...)
33113 Gas Work Mana...
Dir Gas Work Manag...

3 See Page 245

Jeremy Koster (...)
33116 Operational Res...
GM Gas Operations...

0 See Page 254

Pat Ward (461293)
33117 Operational Sup...
Mgr-Oper Sup Org for...

19 See Page 255

Christie Allgeier (...)
33520 Gas Cont Impr...
Mgr Gas Cont Imprmt&...

12 See Page 258

Renee Schauer (...)
46319 Gas Technology...
Mgr Gas Technolog...

5 See Page 261

Alex Vann (478...)
CW-Professional

Glen Armstrong...
CW-Professional

Janet Abel (46...)
OASIS Project Lead

Joe Ufen (47282...)
Contingent Worker

Jonathan Manko...
CW-Professional

Juliet Fisher (392...)
CW-Professional

Laura Fallon (4...)
CW-Professional

Meir Shargal (4...)
Contingent Worker

Nathaniel Pichler...
CW-Professional

Ray Nierzwicki (4...)
CW-Professional

Thomas Sullivan...
Contingent Worker

Zahir Waxali (4...)
CW-Professional



Jeremy Koster (...)
33103 Operations Sys...
GM Gas Operations...

See Page 239

Brendan Polak (4...)
Contingent Worker

David Cottrell (4...)
Contingent Worker

Fred Dorow (249...)
CW-Professional

Jeffrey Provine...
Contingent Worker

Neil Stone (458...)
Contingent Worker

Paul Martini (461...)
Contingent Worker

Prasad Vemula...
Contingent Worker



33112 Organizational Learning (Amber Lineback (462610))

(6)

Amber Lineback...
33112 Organizational...
Dir Natural Gas Learn...

See Page 239

Joachim Fische...
25270 Gas Learning...
Mgr Performance Supp...

5 See Page 242

David Helvy (46...
33089 Operations Co...
Supv-Ops Complian...

9 See Page 243

Travis Richey (46...
33696 Gas Ops Techn...
Supv Gas Tech Training

7 See Page 244

Joseph Sgroi (28...
Sr Training Specialist

Kenney Reynol...
Lead Training Spec - I...

Phebe Shirley (...
Gas Training & OQ C...



25270 Gas Learning Services (Joachim Fischesser (024761))

(5)

Joachim Fische...
25270 Gas Learning...
Mgr Performance Supp...

See Page 241

James Bauer (01...

Technical Trng Spc

Jerome Humphri...

Sr Training Specialist

Ken Butsch (01...

Technical Trng Spc

Patrick Byrd (01...

Technical Trng Spc

Tim Grothaus (03...

Technical Trng Spc



33089 Operations Compliance & QA (David Helvy (462305))

David Helvy (46...
33089 Operations Co...
Supv-Ops Complian...

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Benjamin Mullis (...
Operations Performan...

Brian Richardson...
Welding & Fab. QA In...

Fred Wells (46...
Operations Performan...

Jamie Haywood (...
Operations Performan...

Joseph Roach (...
Operations Performan...

Norma Stampley...
Sr Admin Spec

Paul Jones (46...
Welding & Fab. QA In...

Ray Blackwell (...
Operations Performan...

Ronnie Ivey (42...
Operations Performan...



33696 Gas Ops Technical Training (Travis Richey (462543))

(7)
Travis Richey (46...
33696 Gas Ops Techn...
Supv Gas Tech Training

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Anthony Hairston...
Technical Trng Spc

Bryan Johnson (...
Technical Trng Spc

James Graham (...
Technical Trng Spc

Milferd Brock (46...
Technical Trng Spc

Natasha Keaton (...
Gas Training Coordi...

Thomas Lynch (...
Technical Trng Spc

Todd Koontz (46...
Technical Trng Spc



33113 Gas Work Management (Todd Linerode (462503))

(3)

Todd Linerode (...
33113 Gas Work Mana...
Dir Gas Work Manag...

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Erin Jedlikowski (...
33699 Planning & Pro...
Mgr Gas Planning & Pr...

8 See Page 246

Mike Weber (08...
41200 Mapping & Re...
Mgr Performance Supp...

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Connor Holleran...

Intern - 4 Year



33699 Planning & Progression (Erin Jedlikowski (462601))

(8)

Erin Jedlikowski (...)
33699 Planning & Pro...
Mgr Gas Planning & Pr...

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Nicole Caldwell (...)
33700 Planning & Pro...
Supv Gas Planning&Pr...

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Matt Parrisher (...)
33744 Gas Planning...
Supv Gas Planning&Pr...

9 See Page 248

Connie Bradley (...)
33873 Gas Plang&Pro...
Supv Gas Planning&Pr...

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Eric Elgin (461552)
33874 Gas Plang&Pro...
Supv Gas Planning&Pr...

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Chad Clark (41...)
Operations Resource...

Meganne Price (...)
Operations Resource...

Randy Rappe (...)
Operations Resource...

William Rouse (...)
Operations Resource...



33700 Planning & Progression Team (Nicole Caldwell (461413))

(13)
Nicole Caldwell (...)
33700 Planning & Pro...
Supv Gas Planning&Pr...

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Alice Suber (46...)
Gas Work Coordinator

Angel Quiles (46...)
Gas Work Coordinator

Catherine Bowe...
Gas Work Coordinator

Claudetrish Reid...
Gas Work Coordinator

Harry Wadsley (...)
Gas Work Coordinator

James Farrow (...)
Gas Work Coordinator

Joni Shore (46...)
Gas Work Coordinator

Kevin Murad (46...)
Gas Work Coordinator

Kimberly Michael...
Gas Work Coordinator

L'Vasia Holloway...
Gas Work Coordinator

Rene Blakney (...)
Gas Work Coordinator

Tonwana Fergus...
Gas Work Coordinator

Tracie Watson (...)
Gas Work Coordinator



33744 Gas Planning & Progression Team (Matt Parrisher (461265))

(9)

Matt Parrisher (...)
33744 Gas Planning...
Supv Gas Planning&Pr...

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Aaron Walker (46...)
Gas Work Coordinator

Courtney Scott (...)
Gas Work Coordinator

Douglas Ward (...)
Gas Work Coordinator

Hanna Spence (...)
Gas Work Coordinator

Marcia Tillman (...)
Gas Work Coordinator

Melissa Deeds (...)
Gas Work Coordinator

Michael Thornton...
Gas Work Coordinator

Tionna Spears (...)
Gas Work Coordinator

Trudy Tyras (46...)
Gas Work Coordinator



33873 Gas Plang&Progression Team2 (Connie Bradley (461809))

Connie Bradley (...
33873 Gas Plang&Pro...
Supv Gas Planning&Pr...

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Alyssia Whitney (...
Gas Work Coordinator

Cecil Trice (46...
Gas Work Coordinator

Desiree Cox (46...
Gas Work Coordinator

Jessica Woodard...
Gas Work Coordinator

Mark White (46...
Gas Work Coordinator

Ricky Bynum (46...
Gas Work Coordinator



33874 Gas Plang&Progression Team3 (Eric Elgin (461552))

Eric Elgin (461552)
33874 Gas Plang&Pro...
Supv Gas Planning&Pr...

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Angie Fowler (46...
Gas Work Coordinator

Eric Garrett (46...
Gas Work Coordinator

Kevin Bain (46...
Gas Work Coordinator

Linda Beauvais (...
Gas Work Coordinator

Lisa McCarter (...
Gas Work Coordinator

Scott Abernathy (...
Gas Work Coordinator

Scott Lail (462261)
Gas Work Coordinator

Suzanne Holcom...
Gas Work Coordinator

Vickie McKinney...
Gas Work Coordinator



41200 Mapping & Record - Gas WMS (Mike Weber (088464))

(3)

Mike Weber (08...
41200 Mapping & Re...
Mgr Performance Supp...

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Joanne Hayes -...
24743 Gas Work Mana...
Supv Work Mgmt Su...

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Toni Cornelius (...
25248 Gas Work Mana...
Supv Work Mgmt Su...

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Paul Ziegler (028...
CW-Professional



(12)

Joanne Hayes - ...
24743 Gas Work Mana...
Supv Work Mgmt Su...

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April Collins (01... Gas Operations Admi...	Camille Waller (... Gas Office Coord	Deborah Boothe... Administrative Office Clk	Gina Thomas (08... Gas Office Coord	Kathy Buckley (... Cust Rel Representat...	Linda Johnston-... CW-Professional	Michael Morand... CW-Professional	Robin Shepard (... Gas Office Coord
Sue Venable (0... CW-Professional	Tiara Durr (26... Gas Office Coord	Tonya Bourrage (... Gas Office Coord	Valerie Murph (0... CW-Professional				



25248 Gas Work Management Support 2 (Toni Cornelius (018374))

Toni Cornelius (...)
25248 Gas Work Mana...
Supv Work Mgmt Su...

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Ashley Johnson (...)
Cust Relations Clerk B

Charlotte Owens...
Gas Office Coord

Chris Kloeker (04...
Gas Office Coord

Christina Knoblo...
Gas Office Coord

David Hartman...
CW-Professional

Debbie Williams...
CW-Professional

Ethan Cook (463...
CW-Professional

Hassan Emory (...
Gas Office Coord

Jason King (27...
Cust Rel Representat...

Matthew Methe...
Gas Office Coord

Michelle Berryhill...
CW-Professional

Michelle Ross (...
Gas Office Coord

Ryan McLelland...
CW-Professional

Sheila Brady (01...
Gas Ops Support Spec

Sheryl Barnes (...
Gas Office Coord

Shirley Cockrell...
CW-Professional

Valerie McQueen...
Gas Office Coord



33116 Operational Resources Team (Jeremy Koster (460976) (Inherited))

Jeremy Koster (...)

- 33116 Operational Res...
- GM Gas Operations...

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33117 Operational Suppt Org-Team (Pat Ward (461293))

(19)
Pat Ward (461293)
33117 Operational Sup...
Mgr-Oper Sup Org for...

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Pat Ward (461293)
33104 Operational Sup...
Mgr-Oper Sup Org for...

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Sheila Smith (46...
33105 Operational Sup...
Supv-Business Techno...

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Alex Fu (46671...
Contingent Worker

Arthur Zhang (4...
Contingent Worker

Binder Sadhra (4...
Contingent Worker

Chris Greulich (...
Supv Gas Mapping a...

Frederick Chan...
Contingent Worker

Ivan Zlatkus (466...
Contingent Worker

John Wang (467...
Contingent Worker

Michael Grondal...
Contingent Worker

Michael Tam (4...
Contingent Worker

Michal Prochaz...
Contingent Worker

Nathan Martin (4...
Contingent Worker

Naveen Louis (4...
Contingent Worker

Paul Hsieh (467...
Contingent Worker

Stuart Hogge (46...
Lead Bus & Tech Con...

Tuan Tran (470...
Contingent Worker

Venuprasad Beli...
Contingent Worker

William Ong (467...
Contingent Worker



33104 Operational Support Org Team (Pat Ward (461293) (Inherited))

(5)
Pat Ward (461293)
33104 Operational Sup...
Mgr-Oper Sup Org for...

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Angelia Baker (...
Business Systems Spc

Octavius Todd (...
Business Systems Spc

Rene Lewis (46...
Business Systems Spc

Rosilyn Sharpe (...
Sr Business System...

Shaundra Simps...
Business Analyst



33105 Operational Support Team (Sheila Smith (461310))

(10)
Sheila Smith (46...
33105 Operational Sup...
Supv-Business Techno...

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ALDRICH CHER...
Contingent Worker

Criss Ford (46...
Business Systems Spc

Earle Fincher (46...
Systems Administrato...

Freda Stinson (...
Business Systems Spc

Gary Stalnaker (...
Sr Systems Administra...

Katrina Ameigh (...
Business Systems Spc

Nick Walters (46...
Business Systems Spc

Pat Lyons (38...
Sr Business System...

Patti Oswald (46...
Sr Business System...

Stacey Wiseman...
Business Systems Spc



33520 Gas Cont Imprmt & Data Perf (Christie Allgeier (096062))

(12)

Christie Allgeier (...
33520 Gas Cont Impr...
Mgr Gas Cont Imprmt&...

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Antwan Jones (...
33114 Policies and Pr...
Supv Gas Quality Assu...

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Lauren Crowe (...
33518 Data Performan...
Supv Gas Data Perfor...

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Casey Ryder (46...
Gas Process Owner

Cheryl Finney (...
Gas Process Owner

James Zukoski...
CW-Professional

Jeff Sampson (4...
CW-Professional

Jennifer Tinder...
CW-Professional

Jonathan Cabe...
Lead Gas Process...

Kyle Watford (46...
Gas Process Owner

Pavithra Raj (463...
CW-Professional

Taronda Turner...
Contingent Worker

Tracy Scott (364...
CW-Professional



33114 Policies and Procedures Team 1 (Antwan Jones (462257))

(7)

Antwan Jones (...
33114 Policies and Pr...
Supv Gas Quality Assu...

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Frank Harris (46...
Gas Quality Assurance...

Jason Fain (46...
Sr Gas Qlty Assurance...

Jason McAbee (...
Gas Quality Assurance...

Juddson Sutton (...
Sr Gas Qlty Assurance...

MICHAEL THOM...
Contingent Worker

Mike Rhea (40...
Sr Gas Qlty Assurance...

William Jarrett (...
Sr Gas Qlty Assurance...



33518 Data Performance & Analytics (Lauren Crowe (461468))

(B)

Lauren Crowe (...)

33518 Data Performan...
Supv Gas Data Perfor...

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Joe Latimer (46...)

Gas Data Perf Analyst

John Spivey (48...)

Gas Data Perf Analyst

Justin Link (46...)

Sr Data Performance...

Kimberly Drzyma...

Contingent Worker

Kshamata Patel (...)

Gas Data Perf Analyst

Rachel Widener (...)

Gas Data Perf Analyst

Rodney Quinn (...)

Gas Data Perf Analyst

Sharulatha Kann...

CW-Professional



46319 Gas Technology PMO (Renee Schauer (027892))

(5)

Renee Schauer (...
46319 Gas Technology...
Mgr Gas Technolog...

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Craig Bialy (466...
Contingent Worker

Jane Trivette (4...
CW-Professional

Michael Barry (4...
Contingent Worker

Rolland Pate (4...
Contingent Worker

Stephen Hoefler...
Contingent Worker



46365 Natural Gas Operational Excel (Larry Hatcher (344664))

(1)
Larry Hatcher (34...
46365 Natural Gas O...
VP Natural Gas Opera...

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Kristi Aiken (15...

Executive Assistant I



33283 Gas Business Development (Phillip Grigsby (201676))

(4)

Phillip Grigsby (...
33283 Gas Business D...
SVP Ventures & Busi...

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Lance Stotts (21...
24959 Gas Midstream...
Dir Gas Midstream De...

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Kelly Little (27...
25071 Asset Mgmt&In...
Dir Gas JV & Ops Man...

0 See Page 265

David Nestor (46...
33029 Compressed N...
Director CNG

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Elizabeth Paynt...
33509 Investment & S...
Dir Gas Invstmnt&Strat...

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24959 Gas Midstream Development (Lance Stotts (211330))

Lance Stotts (21...
24959 Gas Midstream...
Dir Gas Midstream De...

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Laura Schmidt (...
Invstmnt & Strtgc Plng...



25071 Asset Mgmt&Investment Analysis (Kelly Little (274432))

(0)

Kelly Little (27...
25071 Asset Mgmt&In...
Dir Gas JV & Ops Man...

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33029 Compressed Natural Gas (David Nestor (461808))

David Nestor (46...

33029 Compressed N...
Director CNG

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Chris Byers (46...

33028 CNG Facilities...
Mgr-CNG Design & C...

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Chip Gifford (46...

33501 CNG Business...
Mgr CNG Business De...

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Jessica Benson (...)

CNG Business Analyst

Vic Roberts (46...

Sales Channel Progr...



33028 CNG Facilities Team (Chris Byers (462209))

(6)

Chris Byers (46...
33028 CNG Facilities...
Mgr-CNG Design & C...

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David Stroud (46...
CNG Facilities Technin...

Derek Brown (46...
CNG Facilities Technin...

Gary Henderson...
CNG Facilities Technin...

John Chason (46...
CNG Facilities Technin...

Keith Dehart (46...
CNG Facilities Technin...

Mark Reavis (46...
CNG Facilities Technin...



33501 CNG Business Development (Chip Gifford (460954))

Chip Gifford (46...
33501 CNG Business...
Mgr CNG Business De...

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Michael Riley (47...

CNG Business Develo...



33509 Investment & Strateg Planning (Elizabeth Paynter (284662))

Elizabeth Paynt...

33509 Investment & S...
Dir Gas Investmnt&Strat...

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Tyler Murtaugh (...)

Sr Ventures & Bus Dev...



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Rates&Reg Strategy Mgr



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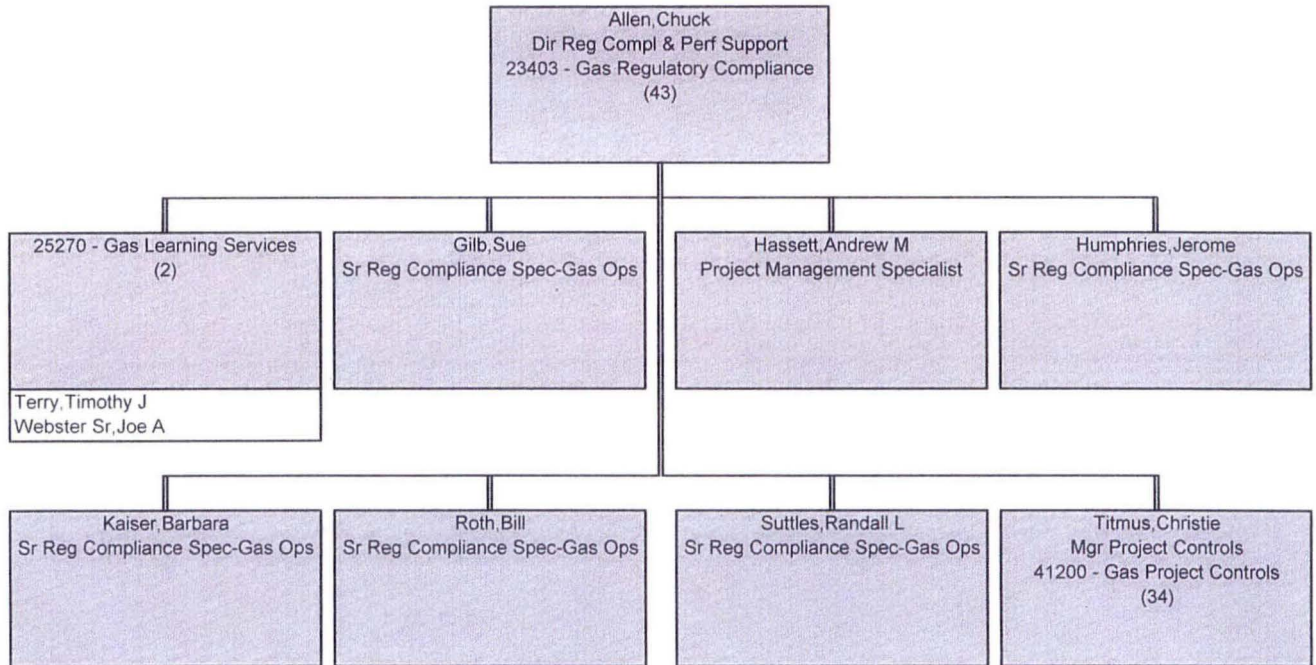
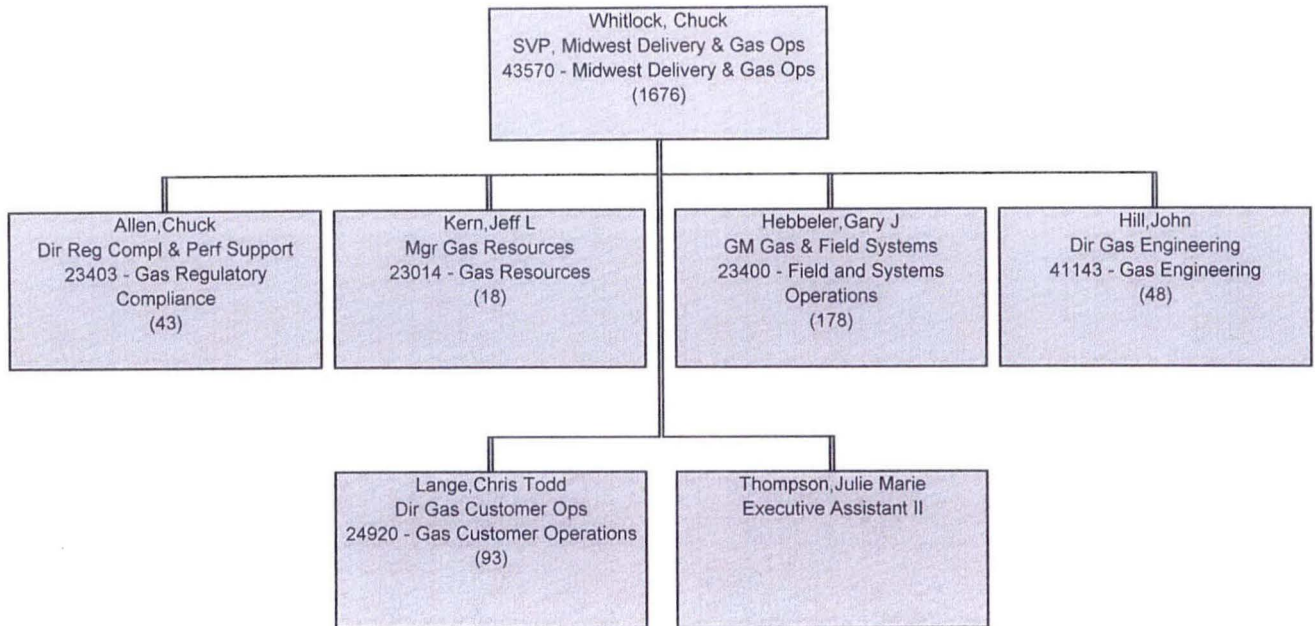
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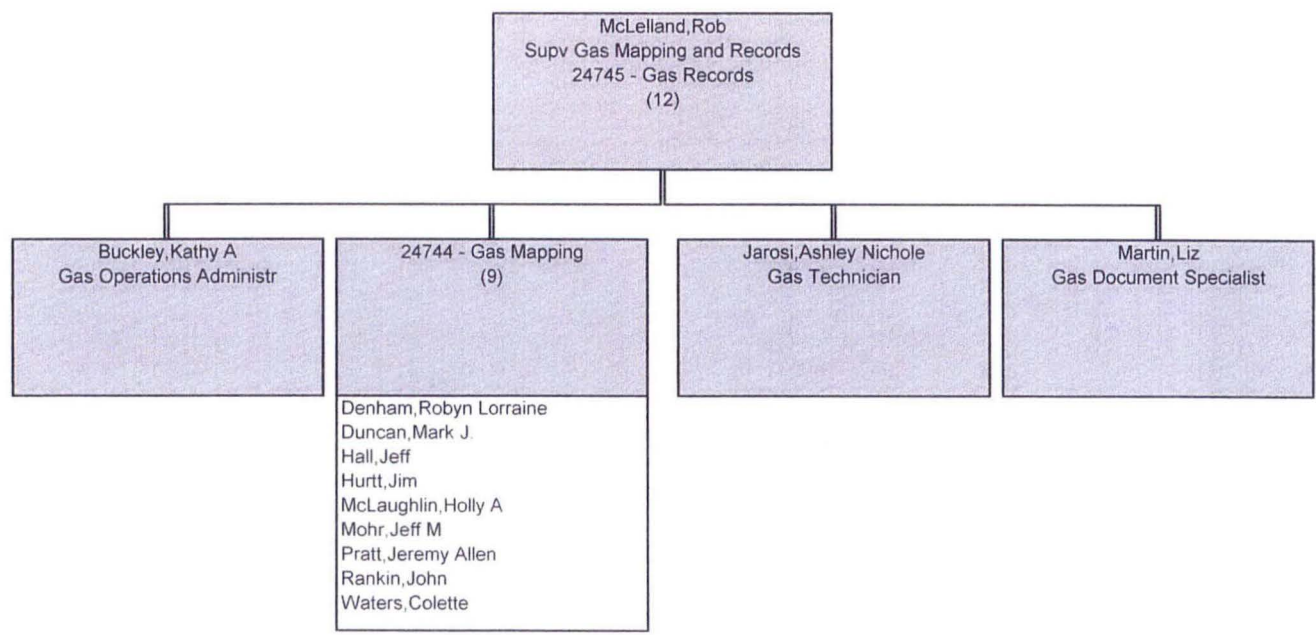
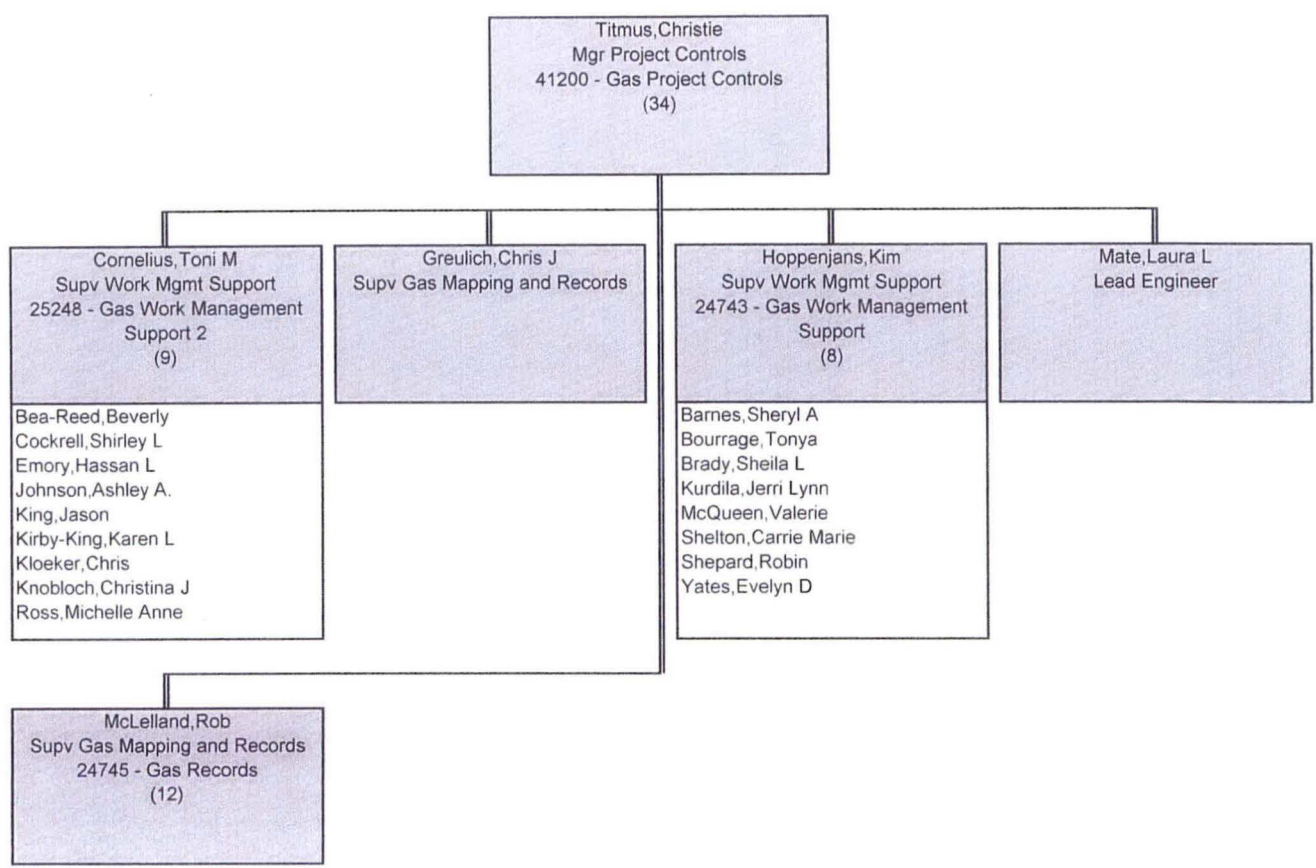


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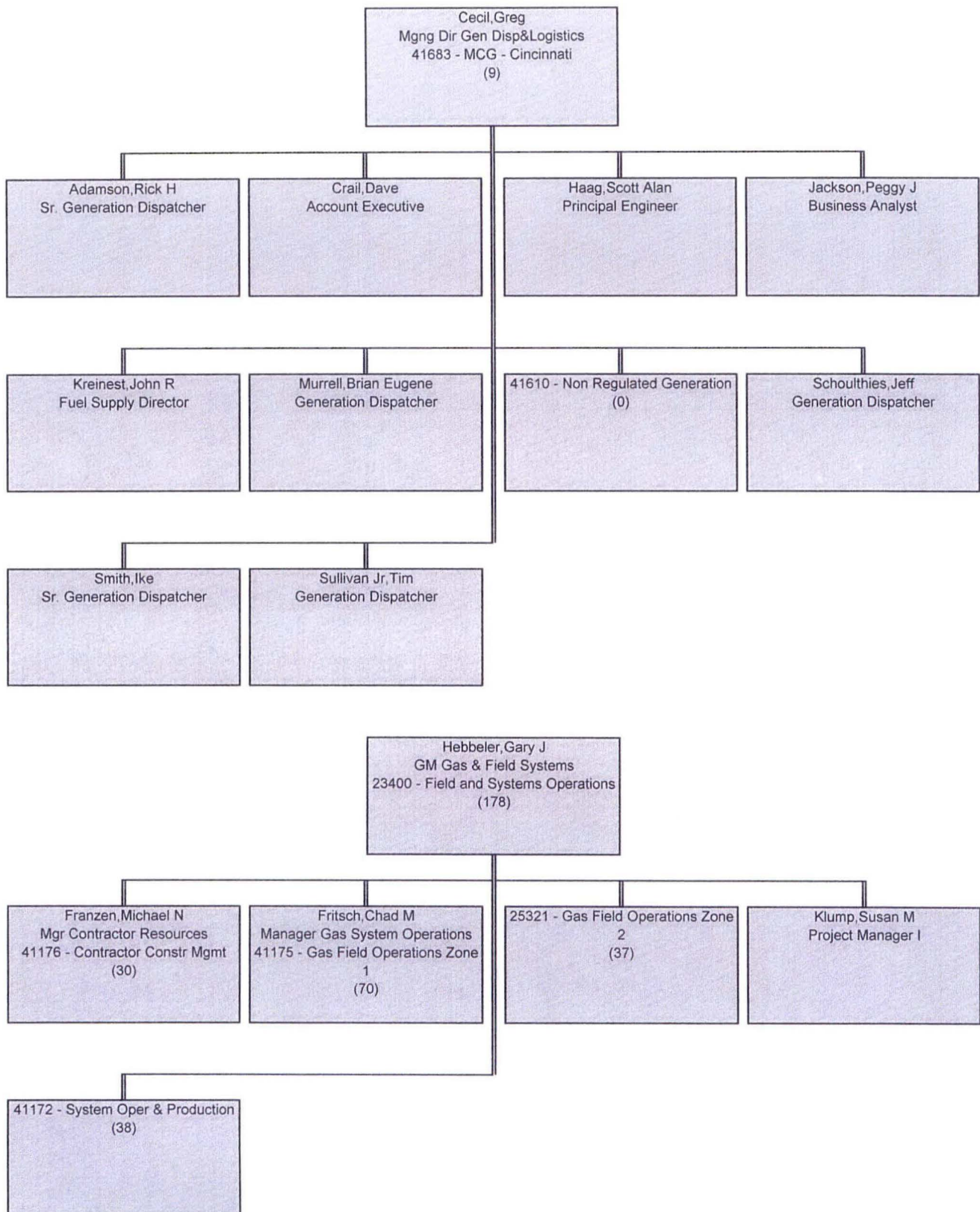
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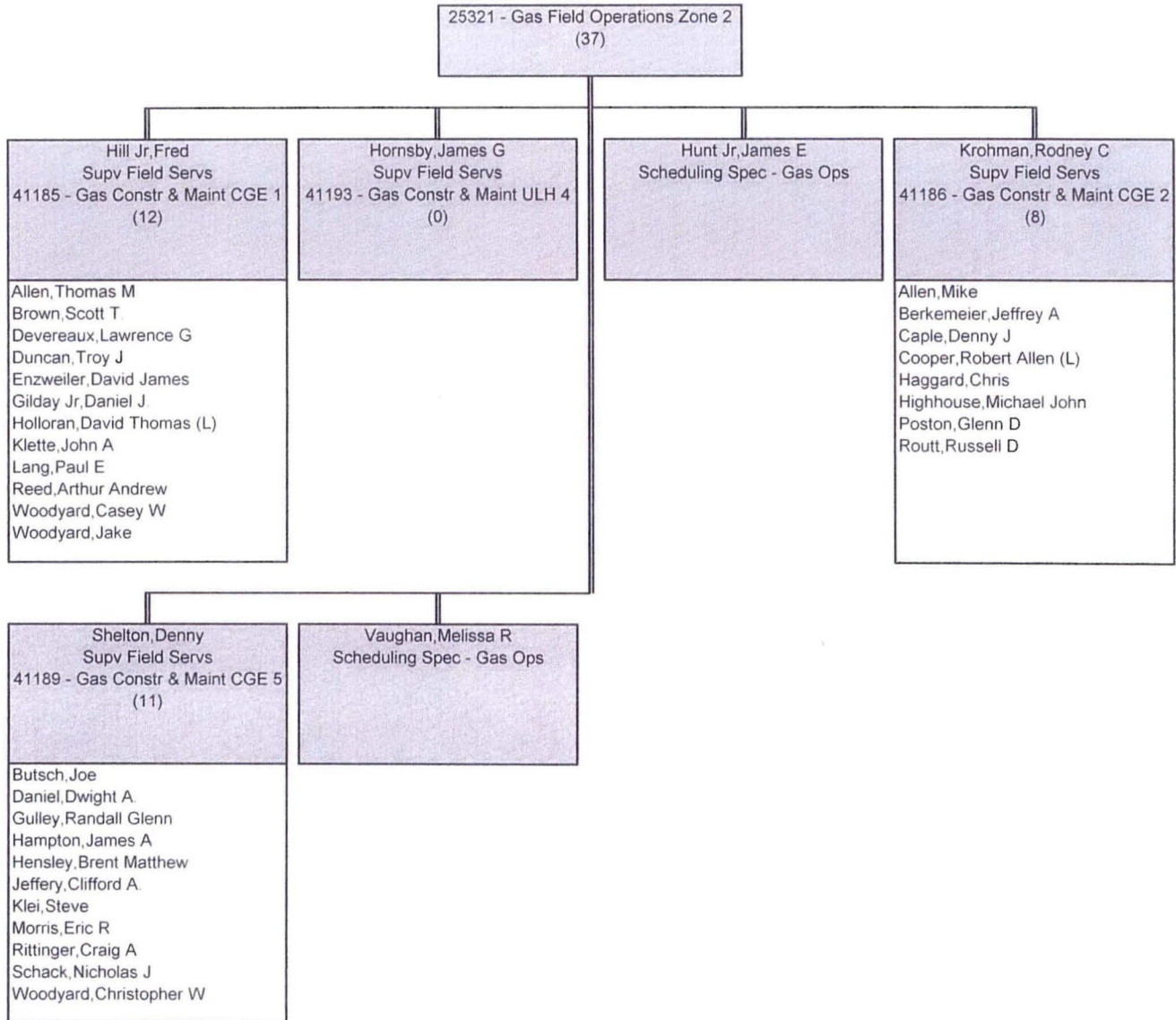
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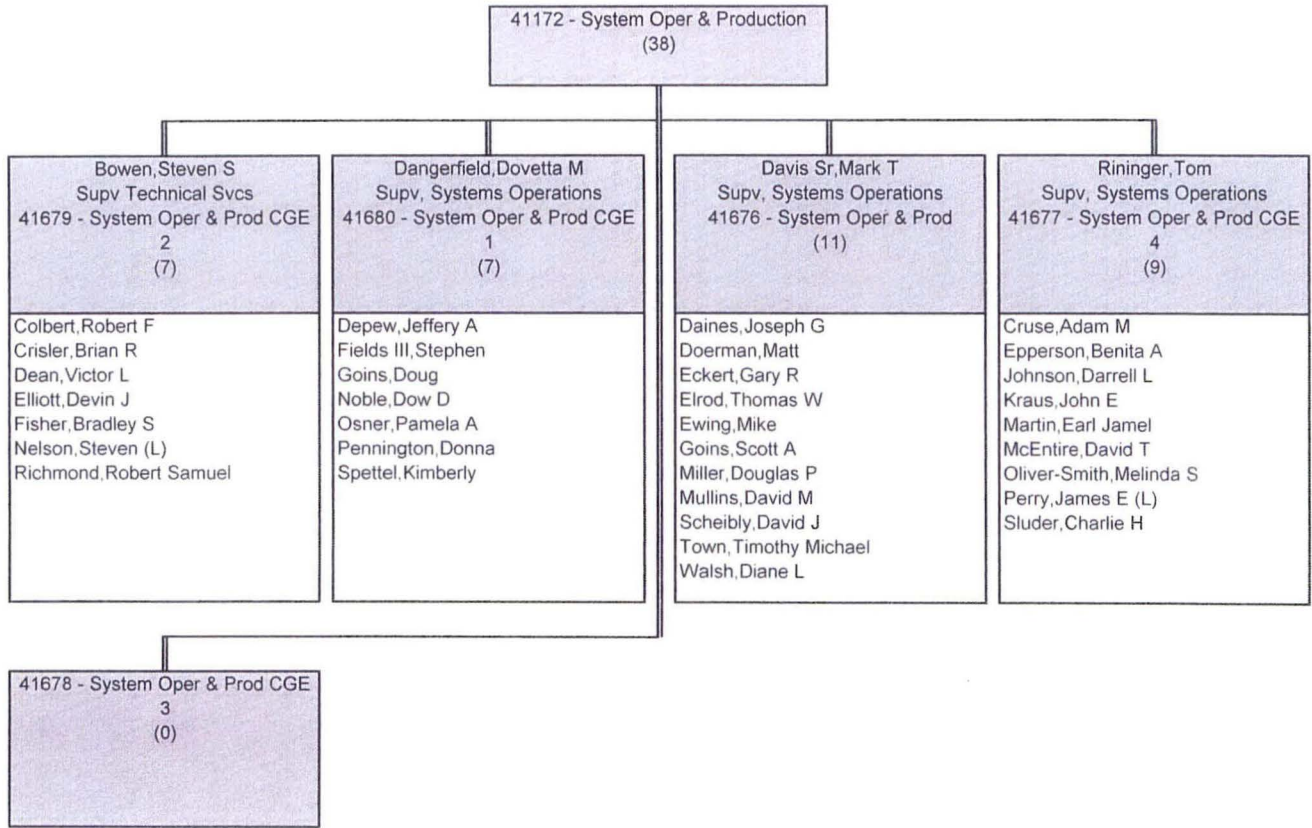
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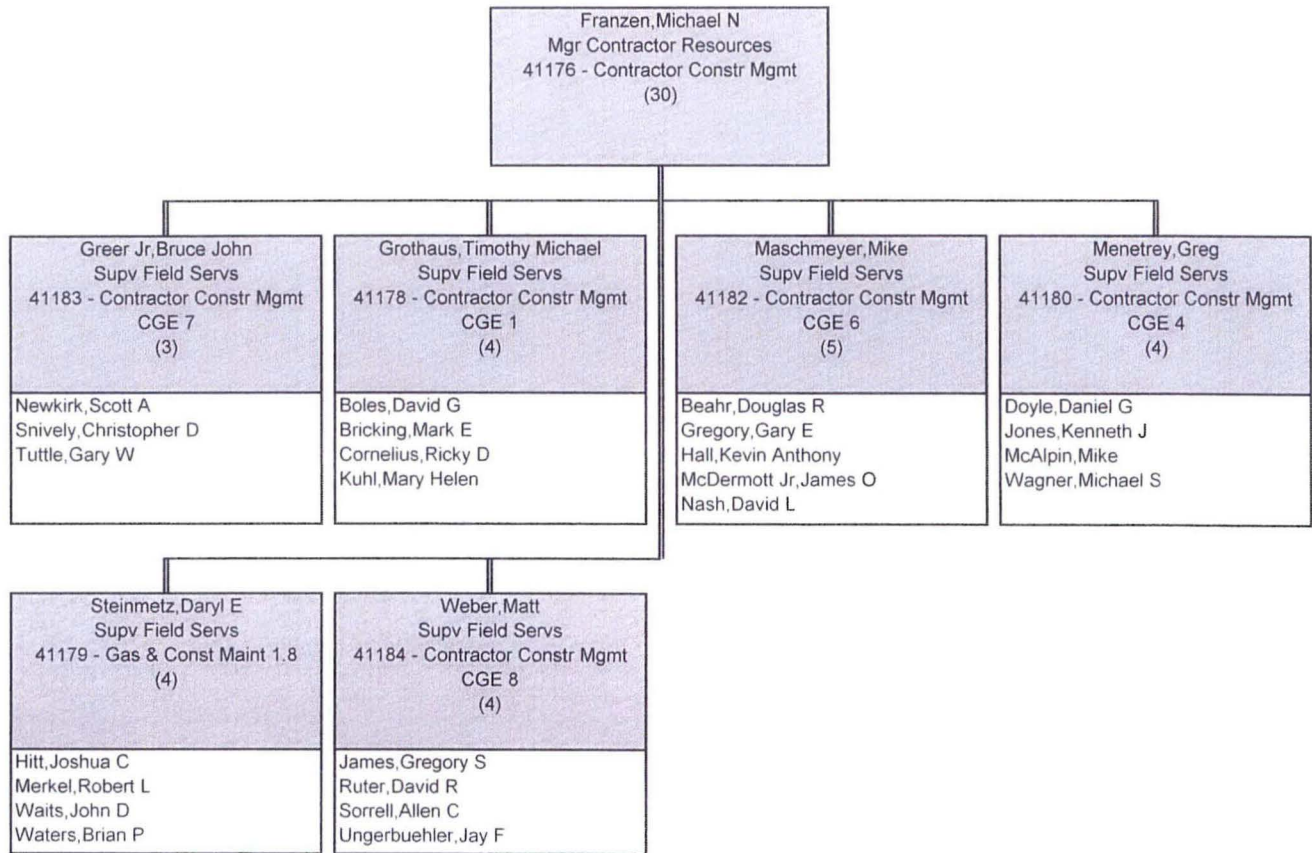
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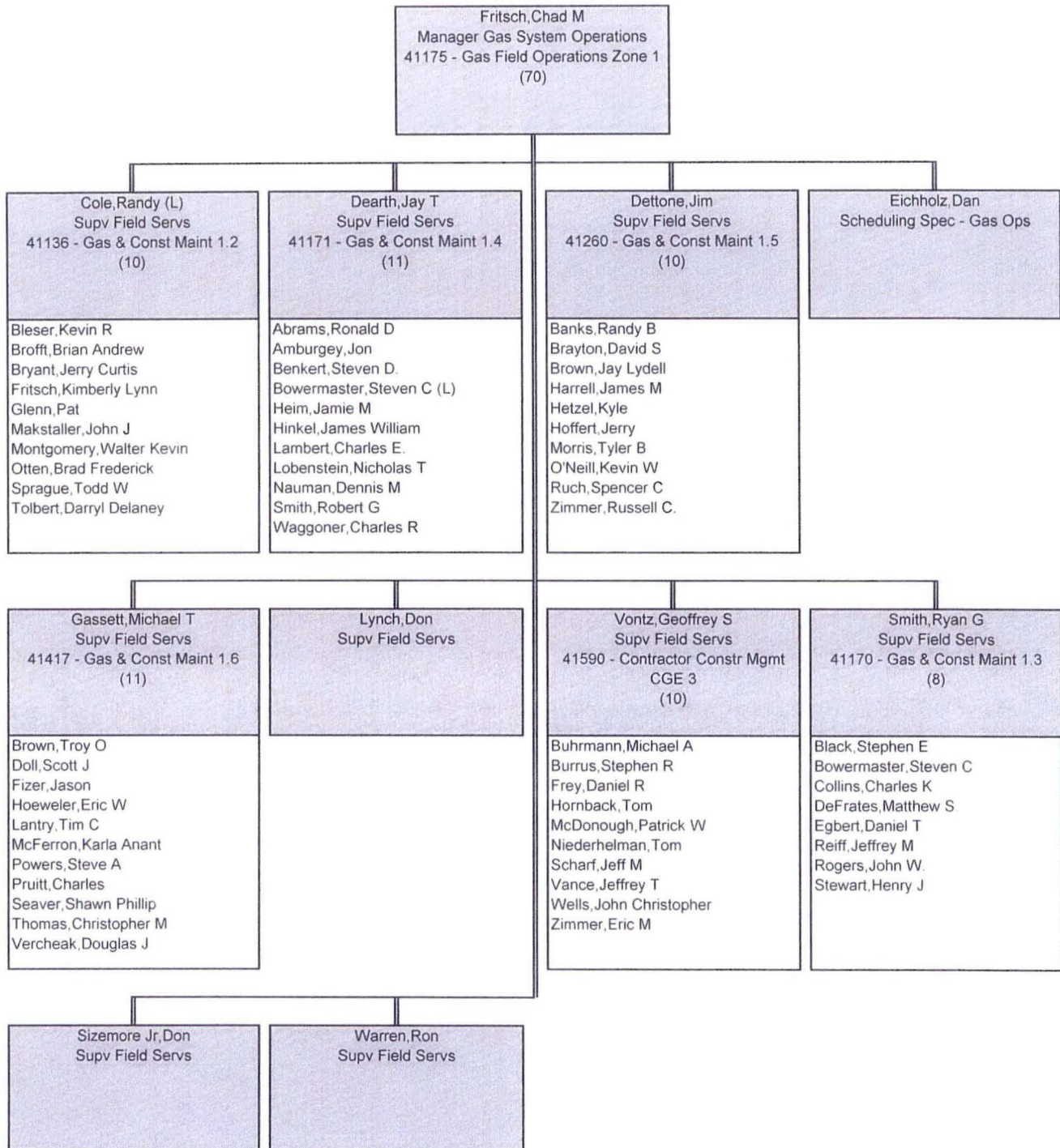
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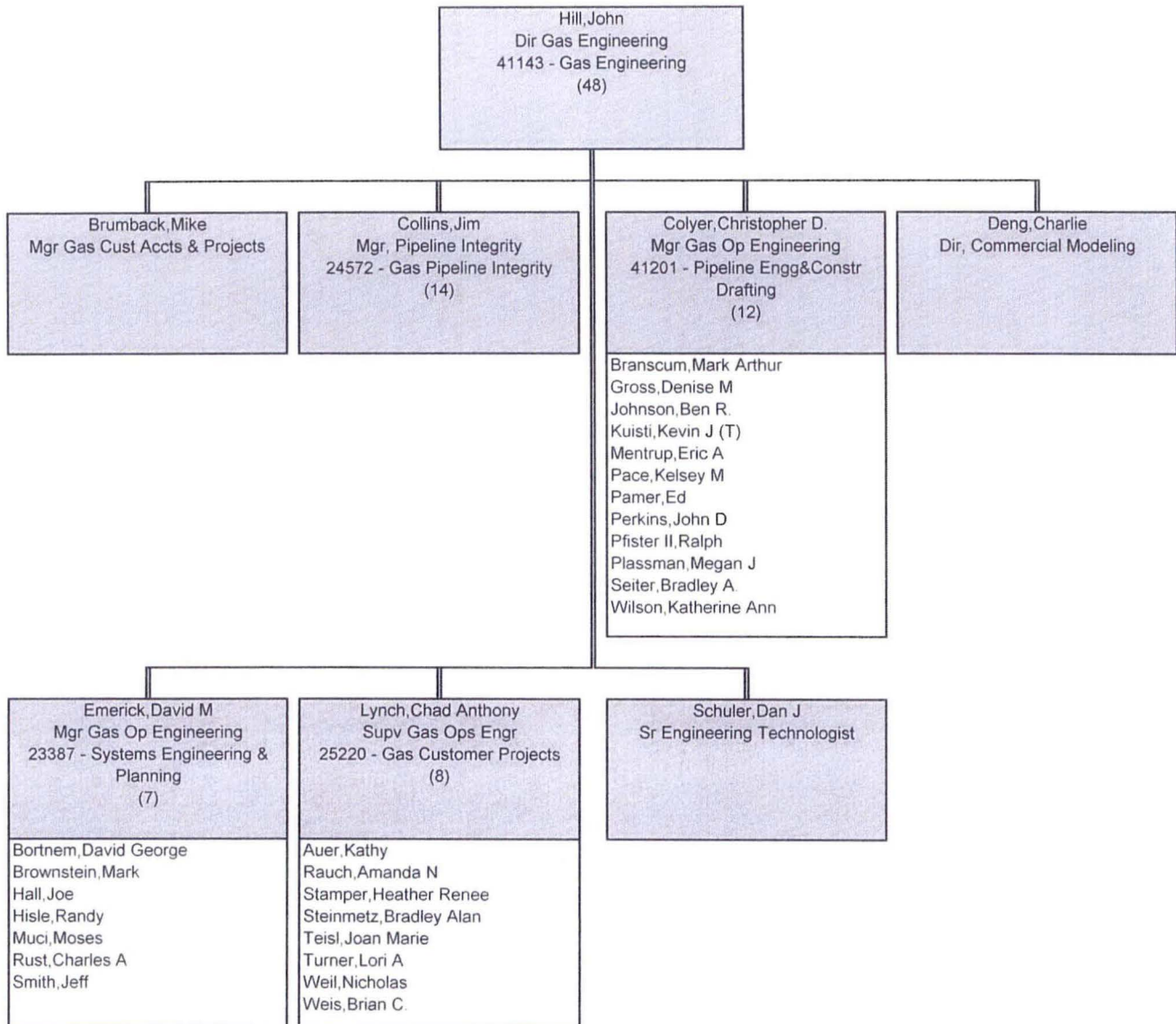
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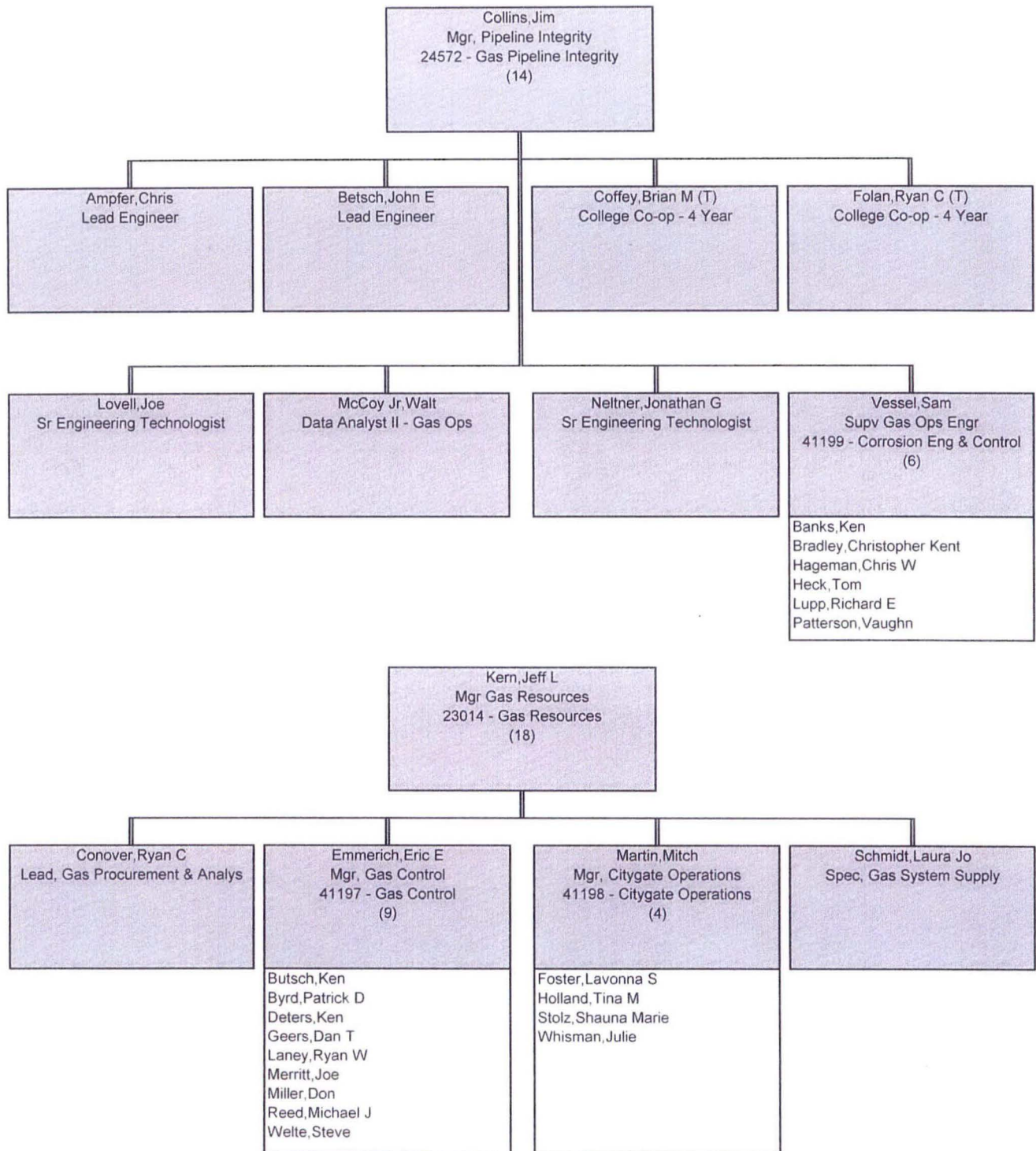
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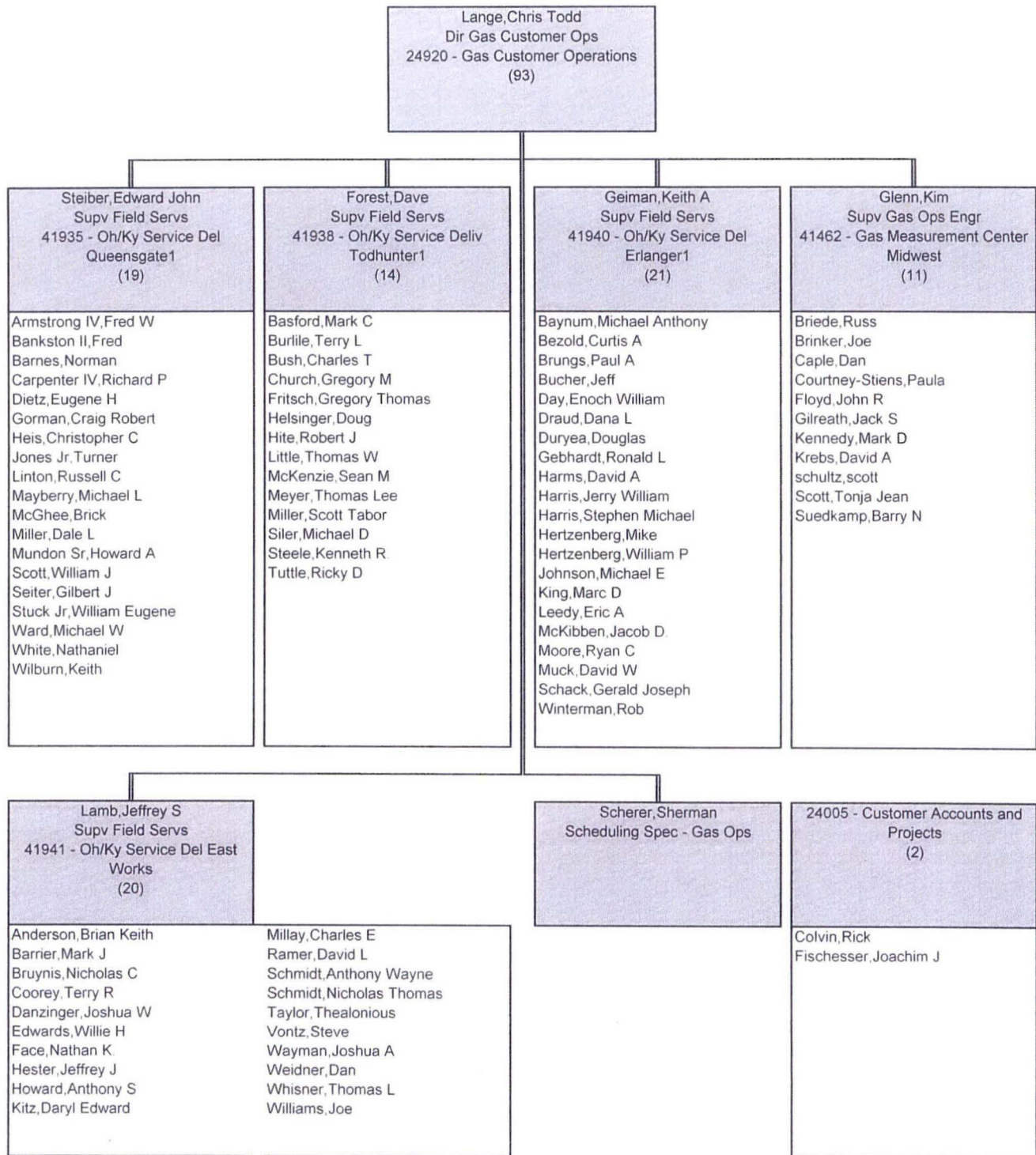
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 Organizational Chart



Gas Operations
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Gas Operations
 Organizational Chart



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

STAFF-DR-01-012

REQUEST:

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

RESPONSE:

Please see STAFF-DR-01-012 ATTACHMENT.

PERSON RESPONSIBLE: Jeff L. Kern



Duke Energy Executive Assistant Hierarchy

JOB DESCRIPTION

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

EXECUTIVE ASSISTANT I and II

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

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

I. PURPOSE OF JOB:

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

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

II. MAJOR ACCOUNTABILITIES/ESSENTIAL JOB FUNCTIONS

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

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

III. JOB QUALIFICATIONS

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

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

In addition, the following qualifications apply to each position:

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

IV. CLASSIFICATION CONTROL:

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

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

65759

CLASSIFICATION: CONTROL TECHNICIAN III

A. DUTIES:

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

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

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

65759

CLASSIFICATION: CONTROL TECHNICIAN III

A. DUTIES: (Cont'd)

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

B. QUALIFICATIONS:

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

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

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

65760

CLASSIFICATION: CONTROL TECHNICIAN II

A. DUTIES:

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

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

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

65760

CLASSIFICATION: CONTROL TECHNICIAN II

A. DUTIES: (Cont'd)

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

B. QUALIFICATIONS:

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

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

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

65763

CLASSIFICATION: CONTROL TECHNICIAN I

A. DUTIES:

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

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

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

65763

CLASSIFICATION: CONTROL TECHNICIAN I

B. QUALIFICATIONS:

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

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

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

66404

CLASSIFICATION: GAS PLANT OPERATOR II

A. DUTIES:

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

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

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

66404

CLASSIFICATION: GAS PLANT OPERATOR II

A. DUTIES: (Cont'd)

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

B. QUALIFICATIONS:

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

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

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

66404

CLASSIFICATION: GAS PLANT OPERATOR II

B. QUALIFICATIONS: (Cont'd)

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

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

66405

CLASSIFICATION: GAS PLANT OPERATOR III

A. DUTIES:

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

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

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

66405

CLASSIFICATION: GAS PLANT OPERATOR III

A. DUTIES: (Cont'd)

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

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

66405

CLASSIFICATION: GAS PLANT OPERATOR III

B. QUALIFICATIONS:

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

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

(REVISED 1 JANUARY 15, 2013
(GAS ENGINEERING)

66406

CLASSIFICATION: **Gas Layout Technician**

A. DUTIES:

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

1. Completing pipeline design layout and associated drafting, maps and records activities with minimum direction from others.
2. Preparing cost estimates for preliminary and construction projects with direction from others.
3. Assisting in the implementation of quality assurance measures providing consistency of drawing and mapping products.
4. Assisting with the implementation of standards and procedures as they pertain to departmental drafting, mapping, and GIS practices.
5. Evaluating equipment, software and hardware related to gas operations in order to provide input to improve GIS, drafting and design functions.
6. Creating CAD 1 system architectures1 for drafting and mapping applications, such as menu design and tool palettes.
7. Receiving and applying training as it relates to designing standards based engineering projects such as main extensions, large services and large M&R1s, as standards are developed.
8. Corresponding with other utilities (electric, water, telephone, cable, etc.) regarding projects such as highways or utility construction to obtain GIS and/or CAD related data or to determine status, locations, schedules and other factors which might affect gas facilities.
9. Checking, instructing, and assisting employees in this and lower classifications in their work and on standard practices and procedures as assigned.
10. Developing and updating training modules and tests.
11. Providing instructional training to other company employees in areas such as GIS, gas maps, records, and construction drawings.

(REVISED 1 JANUARY 15, 2013
(GAS ENGINEERING)

66406

CLASSIFICATION: Gas Layout Technician

A. DUTIES: (Continued)

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

B. QUALIFICATIONS:

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

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

(REVISED - JANUARY 15, 2013)
GAS ENGINEERING
66407

CLASSIFICATION: **GAS TECHNICIAN**

A. DUTIES:

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

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

REVISED 1 JANUARY 15, 2013)
GAS ENGINEERING
66407

CLASSIFICATION: GAS TECHNICIAN

A. DUTIES: (Continued)

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

B. QUALIFICATIONS:

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

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

REVISED (JANUARY 15, 2013)
GAS ENGINEERING
66407

CLASSIFICATION: GAS TECHNICIAN

B. QUALIFICATIONS: (Continued)

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

Gas Plant Operator MIII □ Revised February 2017

66405

CLASSIFICATION: MECHANIC III □ Gas Plant Operator

Under directive supervision performs such duties as:

A. DUTIES:

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

facilities.

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

CLASSIFICATION: MECHANIC III

A. DUTIES: (Continued)

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

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

CLASSIFICATION: MECHANIC III

66405

A. DUTIES: (Continued)

50. Using and maintaining all types of respirators, FR and protective clothing when required.

51. Operating and maintaining air compressors, pneumatic and hydraulic equipment and tools, portable generators, pumps, heavy duty electric drills, core drill machine, and other such equipment.

52. Utilizing telephone and mobile radio to transmit and receive information.

53. Assisting in setting up work area protection.

54. Operating power chain saws.

55. Reading gauges and changing charts.

56. Utilizing and reading tape lines, rulers, and other measuring devices.

57. Utilizing and evaluating results from electronic instruments such as curb box locators, pipe locators, cathodic protection instruments, oxygen indicators, insulphones, and/or meters, etc.

58. Locating, cleaning, raising, lowering, replacing lid, or other parts of curb box and/or test connection box.

59. Obtaining corrosion control pipe-to-soil potential readings and completing field reports.

60. Operating lawn type tractors and other power mowing equipment making minor repairs as required.

61. Performing work assignments in accordance with departmental instructions, procedures, policies, and standards.

B. QUALIFICATIONS:

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

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

Gas Systems Operations MIII □ Revised February 2017

CLASSIFICATION: MECHANIC III SYSTEMS OPERATIONS

CLASSIFICATION: MECHANIC III □ Gas Systems Operations

A. DUTIES:

Under general directive supervision, performs duties such as:

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

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

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

B. QUALIFICATIONS:

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

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

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

(REVISED - May 16, 1994) □ Revised February
2017
(GAS OPERATING DEPARTMENT)

66935

CLASSIFICATION: MECHANIC III □ Meter Shop

A. DUTIES:

Under directive supervision performs such duties as:

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

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

66935

CLASSIFICATION: MECHANIC III

A. DUTIES: (Cont'd)

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

B. QUALIFICATIONS:

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

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

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

66935

CLASSIFICATION: MECHANIC III

B. QUALIFICATIONS: (Cont'd)

4. Must have a valid driver's license, be capable of driving pick-up trucks, utility vans, passenger vehicles, crew trucks, and dump trucks, and pass the Company's driver examination.
Must be able to obtain a DOT Medical clearance within 6 months of employment.
Must be able to obtain the Respirator Medical clearance within 6 months of employment.

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

DESIRED QUALIFACTIONS

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

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

67016

CLASSIFICATION: MECHANIC OPERATOR III

A. DUTIES:

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

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

B. QUALIFICATIONS:

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

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

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

67019

CLASSIFICATION: APPRENTICE MECHANIC OPERATOR III

A. DUTIES:

Under directive supervision performs such duties as:

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

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

67019

CLASSIFICATION: APPRENTICE MECHANIC OPERATOR III

A. DUTIES: ▯ (Continued)

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

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

67019

CLASSIFICATION: APPRENTICE MECHANIC OPERATOR III

B: QUALIFICATIONS:

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

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

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

67019

CLASSIFICATION: APPRENTICE MECHANIC OPERATOR III

B: QUALIFICATIONS: - (Continued)

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

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

67880

CLASSIFICATION: **Senior Gas Layout Technician**

A. DUTIES:

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

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

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

67880

CLASSIFICATION: **Senior Gas Layout Technician**

B. QUALIFICATIONS:

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

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

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

CLASSIFICATION: **Gas Marketing Specialist**

A. DUTIES

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

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

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

CLASSIFICATION: **Gas Marketing Specialist**

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

B. QUALIFICATIONS:

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

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

CLASSIFICATION: GAS CONTROLS SYSTEM TECHNICIAN

A. DUTIES

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

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

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

CLASSIFICATION: GAS CONTROLS SYSTEM TECHNICIAN

B. QUALIFICATIONS

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

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

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

60035

CLASSIFICATION: ADMINISTRATIVE OFFICE CLERK

A DUTIES:

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

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

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

60035

CLASSIFICATION: ADMINISTRATIVE OFFICE CLERK

A. DUTIES: (Cont'd)

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

B. QUALIFICATIONS:

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

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

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

65702

CLASSIFICATION: CONSTRUCTION ASSISTANT

A. DUTIES:

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

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

B. QUALIFICATIONS:

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

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

65773

CLASSIFICATION: CORROSION TECHNICIAN A

A. DUTIES:

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

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

B. QUALIFICATIONS:

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

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

(REVISED - April 17, 1995)

(GAS OPERATIONS)

65773

CLASSIFICATION: CORROSION TECHNICIAN A

B. QUALIFICATIONS: (Cont'd)

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

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

65774

CLASSIFICATION: CORROSION TECHNICIAN B

A. DUTIES:

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

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

B. QUALIFICATIONS:

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

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

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

65774

CLASSIFICATION: CORROSION TECHNICIAN B

A. QUALIFICATIONS: (Cont'd)

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

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

60604

CLASSIFICATION: CUSTOMER RELATIONS CLERK "B"

A. DUTIES:

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

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

(NEW - OCTOBER 7, 1991)

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

60604

CLASSIFICATION: CUSTOMER RELATIONS CLERK "B"

B. 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 customer in a way that will insure good customer relations.
6. Must demonstrate the ability to perform the duties of this job through the medium of tests.
7. Must possess an appreciation for the confidential nature of information encountered in the above duties and treat it accordingly.
8. Must have demonstrated the ability to perform work accurately and efficiently.
9. Must have effective communication skills.
10. Must be willing to accept special job assignments within or outside the current job assignment.
11. Must be willing to work irregular hours and/or overtime as needed.

ENTERPRISE ENGINEERING TECHNOLOGIST JOB MATRIX – Effective 11/1/2015 (APPLIES TO ALL ENTERPRISE GROUPS EXCEPT NUCLEAR)

	Engineering Technologist I (Level 1)	Engineering Technologist II (Level 2)	Engineering Technologist III (Level 3)	Sr Engineering Technologist (Level 4 - Promotion / Progression)	Lead Engineering Technologist (Level 5 - Promotion)
	Engineering Technologist I Job Code: 105304 which changes to 110446 on 3-2-15	Engineering Technologist II Job Code: 105306	Engineering Technologist III Job Code: 105308	Senior Engineering Technologist Job Code: 105310	Lead Engineering Technologist Job Code: 110260
Job Summary:	This is the first level of the non-Engineer degreed technical support role job classification. Engineering Technologist I applies developing technical expertise to solve simple problems, and management expertise to provide oversight of work in a specific area of developing expertise, with close supervision. Incumbents are expected to develop skills in their field of study, and the ability to work with some degree of independence.	This is the second level of the non-Engineer degreed technical support role job classification. Engineering Technologist II applies technical expertise to solve more complex problems and management skills to provide oversight and direction of work in a specific area of expertise, with some supervision. Incumbents are expected to develop deeper technical skills and the ability to work with an increasing degree of independence.	This is the third level of the non-Engineer degreed technical support role job classification. Engineering Technologist III provide technical expertise to solve more complex problems and leadership skills to provide oversight and direction of work in a specific area of expertise, with some supervision. Incumbents are expected to develop advanced skills and the ability to work with a high degree of independence.	This is the fourth level of the non-Engineer degreed technical support role job classification and considered the Career level for the job hierarchy. Senior Engineering Technologist provide technical expertise to solve more complex problems, and leadership skills to manage work in a specific area of expertise, with minimal supervision. Incumbents are expected to develop advanced skills and to have the ability to work independently with increased latitude for unreviewed work.	The highest level of the non-Engineer degreed technical support role job classification is the Lead Technologist. This job is not part of a standard progression. The job requires a business case justification substantiating the necessity of a Lead role in conjunction with the enterprise Professional filling guidelines. Lead Engineering Technologists provide technical expertise to solve complex problems, and utilize the leadership skills necessary to oversee governance of specific program areas, often on a fleet-wide basis. Incumbents engage in strategic oversight and management of work in a specific area of expertise, with minimal supervision. Incumbents are expected to have advanced skills and have the ability to work independently.
With Close Supervision:		With Some Supervision:	With Some Supervision:	With Minimal Supervision and increased latitude for unreviewed work:	With Minimal Supervision and ability to work independently as well as direct the work of others:
Duties & Responsibilities:	<p>Applies technical expertise in the identification, analysis and resolution of problems in area of expertise.</p> <p>Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities.</p> <p>Beginning level of knowledge in preparing thorough and accurate technical reports, correspondence, documentation, calculations and sketches.</p> <p>Conducts engineering and related studies.</p> <p>Strives to continually improve job-related, technical and professional knowledge, skills and performance.</p> <p>Develops positive working relationships to effectively coordinate work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files.</p> <p>Supports the company's goals and represents the company positively and professionally.</p>	<p>Applies technical expertise in the identification, analysis and resolution of problems in area of expertise.</p> <p>Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities.</p> <p>Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches with some guidance.</p> <p>Conducts engineering and related studies.</p> <p>Strives to continually improve job-related, technical and professional knowledge, skills and performance.</p> <p>Develops positive working relationships to effectively coordinate work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files.</p> <p>Supports the company's goals and represents the company positively and professionally.</p>	<p>Provides deep technical expertise and guidance in the identification, analysis and resolution of problems in area of expertise.</p> <p>Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities.</p> <p>Independently prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches.</p> <p>Conducts engineering and related studies.</p> <p>Strives to continually improve job-related, technical and professional knowledge, skills and performance.</p> <p>Develops positive working relationships to effectively coordinate work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files.</p> <p>Supports the company's goals and represents the company positively and professionally.</p>	<p>Provides subject matter technical expertise and guidance in the identification, analysis and resolution of problems in area of expertise.</p> <p>Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities.</p> <p>Independently prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches.</p> <p>Conducts engineering and related studies.</p> <p>Strives to continually improve job-related, technical and professional knowledge, skills and performance.</p> <p>Develops positive working relationships to effectively coordinate work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files.</p> <p>Supports the company's goals and represents the company positively and professionally.</p> <p>Coaches and mentors other Engineering Technologists</p>	<p>Provides subject matter expertise and guidance in the identification, analysis and resolution of problems. Requires full engagement with the industry and other utilities to constantly assess how Duke's program is structured and implementing best practices in area of expertise.</p> <p>Ensures accomplishment of business goals and objectives through effective leadership planning, organizing, estimating, scheduling and monitoring of work activities of self and others.</p> <p>Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches as well as craft recommendations for necessary actions.</p> <p>Conducts engineering and related studies. Incumbents are expected to engage in frequent working group phone calls and face-to-face meetings to coordinate and implement changes as a result of fleet and recognize industry best practices.</p> <p>Strives to continually improve job-related, technical and professional knowledge, skills and performance. Assists in developing appropriate curriculum to develop others in given area of subject matter expertise.</p> <p>Develops positive working relationships to effectively coordinate work activities and leverage industry expertise. Demonstrates effective oral and written communication skills. Maintains accurate records and files.</p> <p>Supports the company's goals and represents the company positively and professionally.</p> <p>Coaches and mentors other Engineering Technologists and early career Engineers.</p>
Required Minimum Qualifications:	Associate Degree in Engineering Technology (or equivalent), or 4+ years equivalent industry experience without a degree.	Either a graduate from a college or university with Bachelor of Science in Engineering Technology (or equivalent), or 2+ years of experience and Associate Degree in Engineering Technology (or equivalent), or 6+ years equivalent experience without a degree. Entry before described years of experience premised on management discretion over additional education obtained.	Either 3+ years of relevant industry experience coupled with a Bachelor of Science in Engineering Technology (or equivalent), or 5+ years of experience and Associate Degree in Engineering Technology (or equivalent), or 3+ years equivalent experience without a degree. Entry before described years of experience would typically include additional education and/or high performance at management discretion.	Either 6+ years of relevant industry experience coupled with a Bachelor of Science in Engineering Technology (or equivalent), or 8+ years of experience and Associate Degree in Engineering Technology (or equivalent), or 12+ years equivalent experience without a degree. Entry before described years of experience would include additional education and/or high performance at management discretion.	Minimum of either 9+ years experience and Bachelor of Science in Engineering Technology (or equivalent), or 11+ years of experience and Associate Degree in Engineering Technology (or equivalent), or 15+ years equivalent experience without a degree. Entry before described years of experience would include additional education and/or high performance at management discretion.
Desired Qualifications:	Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds. Good written and oral communication skills.	Performance Expectations: "Fully Meets Expectations" or better in fact APA rating. Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds. Good written and oral communication skills.	Performance Expectations: "Fully Meets Expectations" or better in final 2 APA ratings. Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds. Good written and oral communication skills.	Performance Expectations: "Fully Meets Expectations" or better in final 2 APA ratings. Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds. Good written and oral communication skills.	(Position premised on defined business need. Openings require job posting (not part of the hierarchies standard time in position progression).) Demonstrated ability to work with a variety of individuals from various socio-economic, cultural and ethnic backgrounds. Good written and oral communication skills.
Desired Qualifications:	Experience in the utility industry. Understanding of basic principles of project management.	Experience in the utility industry. Understanding of basic principles of project management.	Experience in the utility industry. Able to effectively apply basic principles of project management.	Experience in the utility industry. Proficient in applying principles of project management.	Experience in the utility industry. Demonstrates skills applying leadership in the areas of technical project management, program oversight and/or governance.

Notes:

1. Prerequisite for progression / promotion within the job string requires strong performance at prior level.
2. Upon receipt of Professional Engineer Registration, Incumbents will be eligible for promotion into the Engineering hierarchy, providing strong performance exists in current classification.
3. Some Groups (i.e. Delivery Operations) may define the business need standard at the Sr Engineering Technologist level.

(New) DUKE ENERGY JOB DESCRIPTION

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

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

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

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

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

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

% of Time Performed	Major responsibilities and specific job duties
<u>30%</u>	<p><i>Ensures adherence of compliance and skills training and assists in the implementation of Safety processes.</i></p> <ul style="list-style-type: none"> Assures adherence to compliance training calendar and performs subject matter training. Supports the execution of Safety/Health Program, i.e. fall protection, pole top certification, switching and tagging electrical, rubber gloves, poles, FR clothing, live line tools, ladders, trenching/shoring cranes/hoists, CDLs, fire extinguishers, confined spaces, work zone, recordkeeping, hazardous communications, asbestos, lead, respirators, personal protective equipment, and blood borne pathogens. Performs on site safety inspections on a periodic basis across zone to assess compliance. Assist in the implementation of safety processes through training, safety and environmental improvement plans. Supports safety and facility audits. Gas Regulatory compliance/OQ (Operator Qualification) Active role in Jurisdictional/Zone Safety councils and committees

<u>30%</u>	<p><i>Communicate with and coach/train performers on technical issues to assure proper application of standards, policies, and procedures.</i></p> <ul style="list-style-type: none"> Provide classroom, hands-on and one-on-one training for technical issues. Develop and deliver training related to Insulate & Isolate to field employees. Consulted for input when promoting performers through the training progression Diagnose, analyze and resolve on-site issues regarding distribution standards design, construction and operation. Assure that performers are qualified and remain qualified to do the assigned work.
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	<ul style="list-style-type: none"> Develop and deliver training related to electrical underground and network systems. This also includes hands on training for underground equipment for troubleshooting.
<u>25%</u>	<p><i>Provide leadership for change to assure continued improvement of processes and performers.</i></p> <ul style="list-style-type: none"> Stays current on developing standards, technologies and processes by interacting with Company staff, continued improvement of personal skills, and thorough knowledge of existing technical standards and policies: including tools and equipment, compliance training, technical manuals, computer applications and data resources. Deploy new work processes and interacts with Distribution leadership to implement standardized work processes. Supports Human Performance and Corrective Action Programs by investigating, reviewing and communicating events, leading and participating in RCAs and implementation of corrective actions. Provides expertise and communication for cross jurisdictional peer teams (i.e. TSS peer review team, Best Practices team). Provides leadership and assistance with outage restoration activities. Prepares evaluation documentation for students and Supervisors at completion of promotional classes. Provides leadership to key utility organizations throughout the country. Some to include: SEE, IUOTA, International Lineman's Rodeo Committee, Kentucky Gas Association, ENSC (Cable Splicers) and Incident Prevention (IP).
<u>15%</u>	<p><i>Performs individual skills assessments to assure continuous individual improvement and efficient execution of Distribution C&M processes.</i></p> <ul style="list-style-type: none"> Maintains knowledge of performer abilities, skills and performance and provides this information to Distribution C&M leadership. Monitors contract compliance and assists C&M leadership with grievance resolution, where applicable. Provides technical support for projects on a pre-construction, during construction, and post construction basis.

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

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

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

Desired qualifications for the job, including work experience and education:	<ul style="list-style-type: none"> Demonstrated experience implementing/managing union contracts Demonstrated ability diagnosing, analyzing and resolving technical design, construction and operation issues Possesses experience with various Distribution C&M computer applications Demonstrated experience in effectively handling of employee issues Demonstrated ability utilizing proper application of tools and equipment Demonstrated ability to coach employees Demonstrated ability to climb utility poles
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	<ul style="list-style-type: none"> • Demonstrated ability to facilitate groups and presentation/ public speaking skills • Demonstrated effective verbal and written communications skills • Demonstrated ability to effectively communicate technical information
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IV. 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:
 - C&M Zone Lead
 - Peer Technical Skills Specialists
 - C&M Supervisors
 - C&M Specialists
 - T&D Services
 - Distribution Operations
 - Resource Management
 - Engineering
 - Vegetation Management
 - Contractor Management
 - Distribution Operations
 - Transmission
 - Environmental, Health and Safety
 - Labor Relations
 - Human Relations

2. To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations:

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

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

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

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

CONFIDENTIAL

Duke Job Hierarchy: Engineering						
Business Unit/Department: Enterprise						
Effective Date: November 1, 2015	Progression	Progression	Progression	Progression (Career Level)	Promotion	Promotion
Titles:	Engineer I	Engineer II	Engineer III	Senior Engineer	Lead Engineer	Principal Engineer
Job Codes:	103300	103370	110962	103370	103374	102728
Job Summary:	Brief overview of work type and complexity This is the entry level of the Engineering classification hierarchy. Employees at this entry level solve problems in engineering areas of specialization with close supervision. Incumbents are expected to develop skills and the ability to work with greater independence. They have knowledge of fundamental concepts and procedures.	Brief overview of work type and complexity This is the intermediate level of the Engineering classification hierarchy. Employees at this level solve more complex problems in engineering areas of specialization with general supervision. Incumbents are expected to develop advanced skills and the ability to work with greater independence. They effectively apply fundamental concepts and procedures to work that is fairly complex and varied.	Brief overview of work type and complexity This is the advancing level of the Engineering classification hierarchy. Employees at this level solve more complex problems in engineering areas of specialization with limited supervision. Incumbents are expected to develop advanced skills and the ability to work with even greater independence. They effectively apply fundamental concepts and procedures to work that is progressively complex and varied.	Brief overview of work type and complexity This is the career/senior level of the Engineering classification hierarchy. Employees at this level manage work in engineering areas of specialization, with minimal supervision. Incumbents are expected to develop advanced skills and to have the ability to work independently, with guidance limited to unusual or complex projects or issues. They are fully competent in use of concepts and procedures. They identify problems, develop solutions and take actions to resolve. Senior Engineer represents a level at which career may stabilize for many years.	Brief overview of work type and complexity This is the specialist level of the Engineering classification hierarchy. Employees at this level solve the most complex problems, manage work and provide oversight in engineering areas of specialization, with minimal supervision and increased latitude for unreviewed work. Incumbents function in lead roles providing guidance to others. They are also expected to have advanced skills and have the ability to work independently. Progression to this level is typically restricted on the basis of business need.	Brief overview of work type and complexity This is the expert level of the Engineering classification hierarchy. Employees at this level solve the most complex problems, manage work and provide oversight in engineering areas of specialization, with wide latitude for unreviewed work. Assignment given at this level requires the highest level of critical thinking to resolve high-impact, complex and/or cross-functional problems. Incumbents are expected to have advanced skills, work independently and are to be considered industry experts in their discipline or in a particular field. They consult on strategic and highly complex work. Progression to this level is very restricted on the basis of business need and advancement is strictly limited. Advancement requires concurrence by senior engineering management in the business group and/or special appointed boards.
Duties & Responsibilities:	Major ones at each level With Close Supervision: Provides engineering/technical expertise and guidance in the identification, analysis and resolution of routine problems in area of expertise. Assists in the accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities under the guidance of higher-level employees. Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches associated with the resolution of routine technical problems. Conducts basic engineering studies requiring little evaluation or ingenuity. Possesses knowledge of fundamental concepts, practices and procedures.	Major ones at each level With General Supervision: Provides engineering/technical expertise and guidance in the identification, analysis and resolution of well-defined problems in area of expertise. Contributes to team decision-making in the accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities, deals with changing priorities and differing situations and makes decision that may affect the work of the team. Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches related to well-defined problems and analysis of moderate scope and complexity. Conducts engineering and related studies, projects and assignments are clearly defined with focus on development but must be able to complete routine engineering projects with minimal oversight, competent to design, operate and maintain systems with minimum impact on existing systems. Possesses and applies the fundamental concepts, practices and procedures, proficient in technical and analytical competencies.	Major ones at each level With Limited Supervision: Provides engineering/technical expertise and guidance in the identification, analysis and resolution of problems of increasing scope and complexity. Contributes to team decision-making in the accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities, deals with changing priorities and differing situations and makes decision that may affect the work of the team. Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches related to well-defined problems and analysis of increasing scope and complexity. Conducts engineering and related studies, completes routine engineering projects with minimal oversight with increasing ability to independently manage project schedules and interfaces, necessarily competent to design, operate and maintain systems with moderate impact on existing systems. Possesses and applies the fundamental concepts, practices and procedures, proficient in technical and analytical competencies.	Major ones at each level With Very Minimal Supervision: Provides engineering/technical expertise and guidance in the identification, analysis and resolution of problems of increasing scope and complexity in both inside as well as outside the scope of typical responsibility. Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities, decisions may affect the operators or results of the work group and may have some impact on major projects or department results. Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches related to well-defined problems and analysis of increasing scope and complexity. Conducts engineering and related studies, completes non-routine engineering projects with minimal oversight with the ability to independently manage project schedules and interfaces, competent to design, operate and maintain systems with moderate impact on existing systems. Possesses and applies the fundamental concepts, practices and procedures, proficient in technical and analytical competencies necessary to handle assignments of increasing complexity.	Major ones at each level With Minimal Supervision and Increased Latitude for Unreviewed Work: Provides engineering/technical expertise and guidance in the identification, analysis and resolution of complex problems in area of expertise with the ability to visualize long-term results and assess impacts on a system-wide basis. Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities where only limited standardization exists; handles differing situations which require searching for solutions, within area of expertise. Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches with the ability to conduct analysis and recommend process enhancements and standards relative to area of assignment. Conducts engineering and related studies with full technical responsibility for planning and coordinating complex projects; applies extensive technical expertise to manage projects and disseminate knowledge to enhance the organizational unit's competitive position. Possesses and applies a broad knowledge of principles, practices and procedures, ability to analyze and recommend enhancements to business processes and develops standards relevant to area of assignment. Keeps abreast of new developments, technologies, procedures and equipment.	Major ones at each level With Wide Latitude for Unreviewed Work: Provides engineering/technical expertise and guidance in the identification, analysis and resolution of high impact, complex and/or cross-functional problems at a corporate or industry level in their area of expertise. Ensures accomplishment of business goals and objectives through effective planning, organizing, estimating, scheduling and monitoring of work activities where little to no standardization exists; handles unique situations which require searching for solutions, within area of corporate or industry impact. Prepares thorough and accurate technical reports, correspondence, documentation, calculations and sketches with the ability to conduct analysis and recommend process enhancements and standards relative to a corporate or industry level in their field of expertise. Conducts engineering and related studies with full technical responsibility for planning and coordinating high-impact complex projects; applies extensive technical expertise to manage projects and disseminate knowledge to enhance the company's competitive position. Possesses expert knowledge of the organization; demonstrates a mastery of existing and emerging organizational technologies, issues, processes and practices. Develops positive working relationships to effectively coordinate work activities. Demonstrates effective oral and written communication skills. Maintains accurate records and files. Supports the company's goals and represents the company positively and professionally. Coaches and mentors other engineering and non-degree engineering professionals. Provides technical leadership and direction on a corporate or industry level in their field of expertise.
Titles:	Engineer I	Engineer II	Engineer III	Senior Engineer	Lead Engineer	Principal Engineer
Required Qualifications:	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities
Education/Degree - High School, Associate, Bachelor, Master:	Graduation from a four-year college or university with a Bachelor of Science in Engineering from an ABET-accredited program. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	Graduation from a four-year college or university with a Bachelor of Science in Engineering from an ABET-accredited program. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	Graduation from a four-year college or university with a Bachelor of Science in Engineering from an ABET-accredited program. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	Graduation from a four-year college or university with a Bachelor of Science in Engineering from an ABET-accredited program or state registration as a Professional Engineer. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	Graduation from a four-year college or university with a Bachelor of Science in Engineering from an ABET-accredited program or state registration as a Professional Engineer. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.	Graduation from a four-year college or university with a Bachelor of Science in Engineering from an ABET-accredited program or state registration as a Professional Engineer. A Master's degree in engineering will be considered in lieu of the B. S. engineering degree.

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

CONFIDENTIAL

Years of prior equivalent work related experience in addition to a degree	No experience required	Minimum of 2 years of engineering experience. Experience must have been attained at a "Fully Meets" performance level	Minimum of 4 years engineering experience. Experience must have been attained at a "Fully Meets" performance level	Minimum of 6 years of engineering experience or 5 years of engineering experience with state registration as a Professional Engineer. Experience must have been attained at a "Fully Meets" performance level	Minimum of 8 years of engineering experience. Experience must have been attained at a "Fully Meets" performance level	Minimum of 12 years of engineering experience. Experience must have been attained at a "Fully Meets" performance level
Licenses, certifications or registrations:				Registration as a Professional Engineer may be required at the Senior level by some departments. (e.g. Transmission, Distribution, Gas Engineering)	Registration as a Professional Engineer may be required by some departments. (e.g. Transmission, Distribution, Gas Engg). Additional requirements in Nuclear include either Professional Engineer registration, a Masters Degree in a technical discipline, SRIC certification, an RD or SRIC license, or Technical Nuclear certification.	Registration as a Professional Engineer (applies to other Duke Energy departments not specifying registration at a lower level). Additional requirements in Nuclear include either Professional Engineer registration, a Masters Degree in a technical discipline, SRIC certification, an RD or SRIC license, or Technical Nuclear certification. Power Generation Operators may substitute an applicable PhD
Job specific knowledge, skills or abilities	Understanding of basic engineering theories and principles.	Understanding of basic engineering theories and principles.	Demonstrated advanced application of engineering theories and principles	Proficient in engineering theories and principles.	Skilled in engineering theories and principles.	An expert in engineering theories and principles in their field
	Understanding of basic practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.	Understanding of basic practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.	Increasingly proficient in practices of researching engineering and design issues, evaluating alternatives, preparing and presenting recommendations.	Proficient in practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.	Skilled in the practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.	An expert in the practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting recommendations.
	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.	Ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds.
	Good written and oral communication skills.	Good written and oral communication skills.	Good written and oral communication skills.	Good written and oral communication skills.	Good written and oral communication skills.	Excellent written and oral communication skills.
						Mastery of existing and emerging organizational technologies, issues, processes and practices.
						Demonstrated leadership within Duke Energy and in the industry.
Preferred Qualifications:	Additional but not essential education or experience	Additional but not essential education or experience	Additional but not essential education or experience	Additional but not essential education or experience	Additional but not essential education or experience	Additional but not essential education or experience
	Passing grade on the Engineering Fundamentals Exam	Passing grade on the Engineering Fundamentals Exam	Passing grade on the Engineering Fundamentals Exam. Increasingly proficient in principles of project management.	Registered Professional Engineer	Registered Professional Engineer if not already required.	Skilled in principles of project management
	Understanding of basic principles of project management.	Understanding of basic principles of project management.		Proficient in principles of project management.	Skilled principles of project management.	Senior Reactor Operator or Technical Nuclear Certification for some nuclear positions.
	Experience in the utility industry	Experience in the utility industry	Experience in the utility industry	Experience in the utility industry	Experience in the utility industry	Department specific experience applicable to the hiring department.
		Department specific experience applicable to the hiring department	Department specific experience applicable to the hiring department	Department specific experience applicable to the hiring department	Department specific experience applicable to the hiring department	
Working Conditions:	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.

Classification Control:

1. Use of Engineering titles should apply to employees performing engineering or engineering related work for their lines of business. Other degree engineering employees should be classified into appropriate titles which define their work.
2. Movement within the Engineering hierarchy shall be according to defined qualification criteria. The criteria takes into account knowledge, skills, abilities and performance as well as experience and time in position. Progression through the hierarchy is based on individual performance and competency achievement as well as business needs and should not be viewed as an entitlement. Promotion within the Engineering hierarchy should only occur if the employee has a history of acceptable performance. Unacceptable performance should hinder promotion through the hierarchy.
3. Employees in engineering titles should have an engineering degree from an ABET accredited program or PE.
4. Employees with non-accredited ABET engineering degrees should be classified into the appropriate non-engineering title.
5. Employees with Bachelor of Engineering Technology degree should be classified into the Engineering Technology hierarchy or appropriate non-engineering title.
6. Employees whose position required a PE and did not possess the qualification at the time of the 2013 Job Harmonization Project, but were performing the full scope of the assigned position may have been grandfathered into their job classification. These employees must obtain a PE before moving into other positions which require a PE.

EEO Statement:

Duke Energy is an equal opportunity employer and does not discriminate in hiring 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 a job offer. Employees may perform other related duties to meet the ongoing needs of the organization.

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

POSITION OVERVIEW

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

DUTIES AND RESPONSIBILITIES

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

MINIMUM REQUIREMENTS

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

DESIRED REQUIREMENTS

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

DESIRED BEHAVIORS (COMPETENCIES)

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

ENVIRONMENT, PHYSICAL & OTHER REQUIREMENTS

- Shift work required.

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

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

(NEW \square May 2, 1994)
GAS OPERATIONS

828

CLASSIFICATION: GAS DOCUMENT SPECIALIST

A. DUTIES:

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

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

(NEW \square May 2, 1994)
GAS OPERATIONS

828

CLASSIFICATION: GAS DOCUMENT SPECIALIST

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

B. QUALIFICATIONS:

(NEW ¶ May 2, 1994)
GAS OPERATIONS)

828

CLASSIFICATION: GAS DOCUMENT SPECIALIST

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

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

(NEW ◻ May 2, 1994)
(GAS OPERATIONS)

829

CLASSIFICATION: GAS OPERATIONS ADMINISTRATOR

A. DUTIES:

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

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

(NEW 1 May 2, 1994)

(GAS OPERATIONS)

829

CLASSIFICATION: GAS OPERATIONS ADMINISTRATOR

10. Checking vendor and contractor invoices for accuracy against receipts. Contacting employees, contractors and vendors to obtain information (e.g. item description, quantity, work order number, etc.) required to process for payment and charge to proper accounts or work orders.
11. Providing clerical control of purchase order requisitions and material received notices.
12. Assisting in preparing requests for redistribution of charges to accounts or work orders.
13. Calculating and maintaining daily statistical reports of the workload of field personnel at all headquarters (i.e. 1194s, CICOS orders, visuals, etc.).
14. Entering and accessing information in various computer programs (e.g. CCMS, GSI, IMIS, permits, meter shop programs, pipe condition, paving, street, index, utility protection records, regulatory compliance programs, etc.). Generating various reports based on these records.
15. Maintain records of heat tape installations.
16. Contacting various municipalities regarding faulty flues.
17. Answering questions of individuals regarding meter test and repair records and reports.
18. Assisting supervisors in following departmental policies and office procedures.
19. Performing basic typing for reports, record, forms, etc. utilizing the typewriter, personal computer or mainframe computer terminal.
20. Performing similar or less skilled work as assigned.

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

829

CLASSIFICATION: GAS OPERATIONS ADMINISTRATOR

B. QUALIFICATIONS:

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

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

DUKE ENERGY JOB DESCRIPTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. To perform this job, there is a matrix/dotted-line working relationship with others in the following positions at Duke Energy: Gas Control, System Asset Planning, Engineering, System Operations & Production, TIMP, Regulatory, Legal

2. To perform this job, there is frequent interaction with others in the following positions at external companies, regulatory agencies or other organizations:

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

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

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

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

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

66402

CLASSIFICATION: GAS PLANT OPERATOR I

A. DUTIES:

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

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

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

B. QUALIFICATIONS:

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

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

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

66415

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC I

A. DUTIES:

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

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

(REVISED - November 19, 1990) (GAS OPERATIONS)

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

66415

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC I

B. QUALIFICATIONS:

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

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

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

66416

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC II

A. DUTIES:

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

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

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

66416

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC II

A. DUTIES: (Cont'd)

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

B. QUALIFICATIONS:

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

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

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

66417

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC III

A. DUTIES:

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

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

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

66417

CLASSIFICATION: GAS SYSTEMS OPERATIONS MECHANIC III

A. DUTIES: (Cont'd)

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

B. QUALIFICATIONS:

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

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

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

66509

CLASSIFICATION: INSPECTING MECHANIC

A. DUTIES:

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

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

(REVISED - NOVEMBER 19, 1990)

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

66509

CLASSIFICATION: INSPECTING MECHANIC

A. DUTIES: (Cont'd)

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

B. QUALIFICATIONS:

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

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

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

66525

CLASSIFICATIONS: INSTRUMENT REPAIR TECHNICIAN

A. DUTIES:

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

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

B. QUALIFICATIONS:

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

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

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

66525

CLASSIFICATIONS: INSTRUMENT REPAIR TECHNICIAN

B. QUALIFICATIONS: (Cont'd)

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

DUKE ENERGY JOB DESCRIPTION

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

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

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

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

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

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

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

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

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

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

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

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

MBA or Masters degree in Quantitative Analysis

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

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

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

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

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

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

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

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

EEO Statement:

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

Disclaimer:

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

DUKE ENERGY JOB DESCRIPTION

Job Title: Manager, Citygate Operations	
Job Code: 51905 (Add if existing, new codes to be completed by HR)	FLSA Status: (To be completed by HR)
Business Unit/Department: Gas Operations	
Work Location: 4th & Main	
Reports To (Job Title): Dir Gas Customer Ops	
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)

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

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

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

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

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

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

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

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

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

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

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

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

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

- On Call

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

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

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

- To perform this job, there is a matrix/dotted-line working relationship with others in the following positions at Duke Energy:

- 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: Mgr, Gas Control	
Job Code: 51908 (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: 4th & Main	
Reports To (Job Title): GM Gas & Field Systems	
Form Completed By: Gary Hebbeler	Date: 1/2015

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

67013

CLASSIFICATION: MECHANIC OPERATOR I

A. DUTIES:

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

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

B. QUALIFICATIONS:

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

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

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

67015

CLASSIFICATION: MECHANIC OPERATOR II

A. DUTIES:

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

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

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

67015

CLASSIFICATION: MECHANIC OPERATOR 11

A. DUTIES: (Cont'd)

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

B. QUALIFICATIONS:

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

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

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

67015

CLASSIFICATION: MECHANIC OPERATOR 11

B. QUALIFICATIONS: (Cont'd.)

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

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

67062

CLASSIFICATION: METER SPECIALIST I

A. DUTIES:

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

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

(REVISED - NOVEMBER 19, 1990)

(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 job code 53191	
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

- 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 II 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 I 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 AMRs 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 AMRls, 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

Duke Job Hierarchy - Project Management						
Business Unit/Department: Enterprise						
Hierarchy Description: The Project Management hierarchy is an enterprise hierarchy governed by the Project Management Center of Excellence (PMCoE). Employees are classified in the title that corresponds with the ranking of their assigned project/projects are ranked in terms of cost and complexity along with the individual's skills and experience.						
Date: February 24, 2014	Entry	Intermediate	Career	Specialist	Expert	Senior Leadership / Executive
Titles:	Project Management Specialist	Project Manager I	Project Manager II	Senior Project Manager	Project Director	Senior Project Director
Job Codes:	121227 - J Paygrade	121228 - K Paygrade	121229 - L Paygrade	121230 - M Paygrade	121231 - N Paygrade	121232 - R Paygrade
Job Summary:	Brief overview of work type and complexity This is the entry level of the Project Management classification hierarchy. Employees at this level solve simple problems in project management with general supervision. Incumbents are expected to develop advanced skills and the ability to work with greater independence. They effectively apply fundamental concepts and procedures to work that is fairly complex and varied. Progression to this level is restricted on the basis of business / project need.	Brief overview of work type and complexity This is the intermediate level of the Project Management classification hierarchy. Employees at this level solve more complex problems in project management with general supervision. Incumbents are expected to develop advanced skills and the ability to work with greater independence. They effectively apply fundamental concepts and procedures to work that is fairly complex and varied. Progression to this level is restricted on the basis of business / project need.	Brief overview of work type and complexity This is the career level of the Project Management classification hierarchy. Employees at this level manage work in project management with minimal supervision. Incumbents are expected to develop advanced skills and the ability to work independently, with guidance limited to unusual or complex projects or issues. They are fully responsible for one or more functional problems. Incumbents are expected to have advanced skills, work independently and are to be considered industry experts in their discipline. They consult on strategic and highly complex work. Progression to this level is restricted on the basis of business need.	Brief overview of work type and complexity This is the specialist level of the Project Management classification hierarchy. Employees at this level solve complex problems, manage work, and provide leadership to others in project management with minimal supervision and increased work. Assignment given at this level requires the highest level of critical thinking to resolve high-impact, complex and/or cross functional problems. Incumbents are expected to have advanced skills, work independently and are to be considered industry experts in their discipline. They consult on strategic and highly complex work. Progression to this level is very restricted on the basis of business need.	Brief overview of work type and complexity This is the expert level of the Project Management classification hierarchy. Employees at this level solve the most complex problems, manage work and provide oversight in project management, with wide latitude for unreviewed work. Assignment given at this level requires the highest level of critical thinking to resolve high-impact, complex and/or cross functional problems. Incumbents are expected to have advanced skills, work independently and are to be considered industry experts in their discipline. They consult on strategic and highly complex work. Progression to this level is very restricted on the basis of business need.	Brief overview of work type and complexity This is the senior leadership / executive level of the Project Management classification hierarchy. Employees at this level solve the most complex problems, manage work and provide oversight in project management, with wide latitude for unreviewed work. Assignment given at this level requires the highest level of critical thinking to resolve high-impact, complex and/or cross functional problems. Incumbents are expected to have advanced skills, work independently and are to be considered industry experts in their discipline. They consult on strategic and highly complex work. Progression to this level is very restricted on the basis of business need.
	This position typically is assigned to multiple (White) projects per the Project Management Center of Excellence Project Profile Matrix.	This position typically is assigned to multiple (White or Green II) projects per the Project Management Center of Excellence Project Profile Matrix.	This position typically is assigned to multiple (Green or Green II) projects per the Project Management Center of Excellence Project Profile Matrix.	This position typically is assigned to projects classified as (Brown III) per the Project Management Center of Excellence Project Profile Matrix, or may manage multiple smaller (i.e. Green II) projects.	This position typically is assigned to projects classified as (Brown) per the Project Management Center of Excellence Project Profile Matrix which typically range from \$100M to \$500M with a high level of complexity.	This position typically is assigned to projects classified as (Black) per the Project Management Center of Excellence Project Profile Matrix which are typically greater than \$500M into a High/Extreme level of complexity.
Duties & Responsibilities:	Major ones at each level With Some Supervision Create / Staff / Lead Project Team. Provide leadership, oversight management, delegation, and coordination to the various internal and external organizations that are providing services to the project (development, engineering, project controls, estimating, construction management, supply chain, legal, EHS, QA/QC, operations, communications, regulatory, security, fuels, transmission, etc.). The PM manages all trained members of the team on a daily basis and is responsible for interfacing with functional managers of team members, regarding placement, development and conflict resolution.	Major ones at each level With General Supervision Create / Staff / Lead Project Team. Provide leadership, oversight management, delegation, and coordination to the various internal and external organizations that are providing services to the project (development, engineering, project controls, estimating, construction management, supply chain, legal, EHS, QA/QC, operations, communications, regulatory, security, fuels, transmission, etc.). The PM manages all trained members of the team on a daily basis and is responsible for interfacing with functional managers of team members, regarding placement, development and conflict resolution.	Major ones at each level With Minimal Supervision Create / Staff / Lead Project Team. Provide leadership, oversight management, delegation, and coordination to the various internal and external organizations that are providing services to the project (development, engineering, project controls, estimating, construction management, supply chain, legal, EHS, QA/QC, operations, communications, regulatory, security, fuels, transmission, etc.). The PM manages all trained members of the team on a daily basis and is responsible for interfacing with functional managers of team members, regarding placement, development and conflict resolution.	Major ones at each level With Minimal Supervision and Increased Latitude for Unreviewed Work Create / Staff / Lead Project Team. Provide leadership, oversight management, delegation, and coordination to the various internal and external organizations that are providing services to the project (development, engineering, project controls, estimating, construction management, supply chain, legal, EHS, QA/QC, operations, communications, regulatory, security, fuels, transmission, etc.). The PM manages all trained members of the team on a daily basis and is responsible for staffing project teams appropriately, managing the performance of team members, and the redeployment of team members at project closure.	Major ones at each level With Wide Latitude for Unreviewed Work Create / Staff / Lead Project Organization. Provide strategic leadership, oversight management, delegation, and coordination to the various internal and external organizations that are providing services to the project (development, engineering, project controls, estimating, construction management, supply chain, legal, EHS, QA/QC, operations, communications, regulatory, security, fuels, transmission, etc.). Provide Strategic Leadership and Direction. Understand the need for, create and direct the organization / program / project strategically. Assure success for the program / project that it possibly impacts the enterprise portfolio of work. Assure or provide performance management that strategically is in line with corporate goals and objectives. This position manages all trained members of the team on a daily basis and is responsible for staffing project teams appropriately, managing the performance of team members, and the redeployment of team members at project closure.	Major ones at each level With Wide Latitude for Unreviewed Work Create / Staff / Lead Project Organization. Provide strategic leadership, oversight management, delegation, and coordination to the various internal and external organizations that are providing services to the project (development, engineering, project controls, estimating, construction management, supply chain, legal, EHS, QA/QC, operations, communications, regulatory, security, fuels, transmission, etc.). Provide Strategic Leadership and Direction. Understand the need for, create and direct the organization / program / project strategically. Assure success for the program / project that it possibly impacts the enterprise portfolio of work. Assure or provide performance management that strategically is in line with corporate goals and objectives. This position manages all trained members of the team on a daily basis and is responsible for staffing project teams appropriately, managing the performance of team members, and the redeployment of team members at project closure.
	Establish and maintain communications among all project/program stakeholders. Structure, lead, and/or assist in leading all project related meetings and reports required to ensure open communication between all team members, key stakeholders, and management (monthly project reviews, kickoff meetings, weekly reports, monthly reports, etc.) and to properly report project status. Assure that Project Plan, all appropriate reports and reporting means are developed and managed according to PMCoE Standards. Present reports to appropriate management / governance team skillfully.	Establish and maintain communications among all project/program stakeholders. Structure, lead, and/or assist in leading all project related meetings and reports required to ensure open communication between all team members, key stakeholders, and management (monthly project reviews, kickoff meetings, weekly reports, monthly reports, etc.) and to properly report project status. Assure that Project Plan, all appropriate reports and reporting means are developed and managed according to PMCoE Standards. Present reports to appropriate management / governance team skillfully.	Establish and maintain communications among all project/program stakeholders. Structure, lead, and/or assist in leading all project related meetings and reports required to ensure open communication between all team members, key stakeholders, and management (monthly project reviews, kickoff meetings, weekly reports, monthly reports, etc.) and to properly report project status. Assure that Project Plan, all appropriate reports and reporting means are developed and managed according to PMCoE Standards. Present reports to appropriate management / governance team skillfully.	Establish and maintain communications among all project/program stakeholders. Structure, lead, and/or assist in leading all project related meetings and reports required to ensure open communication between all team members, key stakeholders, and management (monthly project reviews, kickoff meetings, weekly reports, monthly reports, etc.) and to properly report project status. Assure that Project Plan, all appropriate reports and reporting means are developed and managed according to PMCoE Standards. Present reports to appropriate management / governance team skillfully.	Establish and maintain communications among all project/program stakeholders. Structure, lead, and/or assist in leading all project related meetings and reports required to ensure open communication between all team members, key stakeholders, and management (monthly project reviews, kickoff meetings, weekly reports, monthly reports, etc.) and to properly report project status. Assure that Project Plan, all appropriate reports and reporting means are developed and managed according to PMCoE Standards. Present reports to appropriate management / governance team skillfully.	Establish and maintain communications among all project/program stakeholders. Structure, lead, and/or assist in leading all project related meetings and reports required to ensure open communication between all team members, key stakeholders, and management (monthly project reviews, kickoff meetings, weekly reports, monthly reports, etc.) and to properly report project status. Assure that Project Plan, all appropriate reports and reporting means are developed and managed according to PMCoE Standards. Present reports to appropriate management / governance team skillfully.
	Plan (or assist in planning) the project (s) assigned to, including scope, schedule, cost, safety, and quality aspect of the project. Drive the process of project planning including scope definition, estimating, schedule formation and monitoring, cost control measures, procurement/contracting strategies, equipment selection, vendor selection, start-up and commissioning plans, and integration processes. This includes project planning and execution activities like scope definition, detailed design, construction, start-up and commissioning, turnover to operations, and security management.	Plan (or assist in planning) the project (s) assigned to, including scope, schedule, cost, safety, and quality aspect of the project. Drive the process of project planning including scope definition, estimating, schedule formation and monitoring, cost control measures, procurement/contracting strategies, equipment selection, vendor selection, start-up and commissioning plans, and integration processes. This includes project planning and execution activities like scope definition, detailed design, construction, start-up and commissioning, turnover to operations, and security management.	Plan (or assist in planning) the project (s) assigned to, including scope, schedule, cost, safety, and quality aspect of the project. Drive the process of project planning including scope definition, estimating, schedule formation and monitoring, cost control measures, procurement/contracting strategies, equipment selection, vendor selection, start-up and commissioning plans, and integration processes. This includes project planning and execution activities like scope definition, detailed design, construction, start-up and commissioning, turnover to operations, and security management.	Plan (or assist in planning) the project (s) assigned to, including scope, schedule, cost, safety, and quality aspect of the project. Drive the process of project planning including scope definition, estimating, schedule formation and monitoring, cost control measures, procurement/contracting strategies, equipment selection, vendor selection, start-up and commissioning plans, and integration processes. This includes project planning and execution activities like scope definition, detailed design, construction, start-up and commissioning, turnover to operations, and security management.	Assure Excellence in Project Planning. Drive and oversee the process of project planning according to PMCoE Standards and Corporate Policies. This includes project / program planning activities like funding justification and authorization, program / project (s) scope definition, integrating team from functional roles, establishing appropriate team monitoring and controlling behaviors, etc.	Assure Excellence in Project Planning. Drive and oversee the process of project planning according to PMCoE Standards and Corporate Policies. This includes project / program planning activities like funding justification and authorization, program / project (s) scope definition, integrating team from functional roles, establishing appropriate team monitoring and controlling behaviors, etc.
	Execute projects (or assist in project execution) according to Plan within designed scope, cost and schedule limits. Includes objectives, stakeholders, scope, roles and responsibilities, assumptions and constraints, deliverables, WBS, schedule, external communication, regulatory strategy, procurement strategy, contractor and supplier strategy, resource plan, budget, lessons learned, risk plan, quality plan, safety plan, environmental plan, security plan, integration plan, data management plan, communications and reporting plan, change management, and project close out.	Execute projects (or assist in project execution) according to Plan within designed scope, cost and schedule limits. Includes objectives, stakeholders, scope, roles and responsibilities, assumptions and constraints, deliverables, WBS, schedule, external communication, regulatory strategy, procurement strategy, contractor and supplier strategy, resource plan, budget, lessons learned, risk plan, quality plan, safety plan, environmental plan, security plan, integration plan, data management plan, communications and reporting plan, change management, and project close out.	Execute projects (or assist in project execution) according to Plan within designed scope, cost and schedule limits. Includes objectives, stakeholders, scope, roles and responsibilities, assumptions and constraints, deliverables, WBS, schedule, external communication, regulatory strategy, procurement strategy, contractor and supplier strategy, resource plan, budget, lessons learned, risk plan, quality plan, safety plan, environmental plan, security plan, integration plan, data management plan, communications and reporting plan, change management, and project close out.	Execute projects (or assist in project execution) according to Plan within designed scope, cost and schedule limits. Includes objectives, stakeholders, scope, roles and responsibilities, assumptions and constraints, deliverables, WBS, schedule, external communication, regulatory strategy, procurement strategy, contractor and supplier strategy, resource plan, budget, lessons learned, risk plan, quality plan, safety plan, environmental plan, security plan, integration plan, data management plan, communications and reporting plan, change management, and project close out.	Assure Excellence in Project Execution. Includes objectives, stakeholders, scope, roles and responsibilities, assumptions and constraints, deliverables, WBS, schedule, external communication, regulatory strategy, procurement strategy, contractor and supplier strategy, resource plan, budget, lessons learned, risk plan, quality plan, safety plan, environmental plan, security plan, integration plan, data management plan, communications and reporting plan, change management, and project close out.	Assure Excellence in Project Execution. Includes objectives, stakeholders, scope, roles and responsibilities, assumptions and constraints, deliverables, WBS, schedule, external communication, regulatory strategy, procurement strategy, contractor and supplier strategy, resource plan, budget, lessons learned, risk plan, quality plan, safety plan, environmental plan, security plan, integration plan, data management plan, communications and reporting plan, change management, and project close out.
				Supervisory authority, if needed for position	Excellent Leadership, Development, Mentoring of PMs and PCS Roles. Provide coaching, direction, mentoring and leadership to career path staff / team members. Share tools, learnings, expertise in manner consistent with corporate leadership and PMCoE.	Excellent Leadership, Development, Mentoring of PMs and PCS Roles. Provide coaching, direction, mentoring and leadership to career path staff / team members. Share tools, learnings, expertise in manner consistent with corporate leadership and PMCoE.

DUKE ENERGY JOB DESCRIPTION MATRIX - PROJECT MANAGEMENT

Title:	Project Management Specialist	Project Manager I	Project Manager II	Senior Project Manager	Project Director	Senior Project Director
					<p>Expert Professional / Interpersonal Skills: Ability to create, develop and deliver project / business case presentations to Senior Management / project sponsors. As well, the role must have excellent interpersonal skills in or to manage and direct teams and to be able to interface with other management, outside agencies and potentially, board of directors.</p> <p>Supervisory authority, if needed for position</p>	<p>Expert Professional / Interpersonal (2+): Ability to create, develop and deliver project / business case presentations to Senior Management / project sponsors. As well, the role must have excellent interpersonal skills in or to manage and direct teams and to be able to interface with other management, outside agencies and potentially, board of directors.</p> <p>Supervisory authority</p>
Required Qualifications:	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities	To successfully perform duties and responsibilities
Education (Degree - High School, Associate, Bachelor, Master)	Graduation from a two-year college or university	Graduation from a two-year college or university	Graduation from a four-year college or university	Graduation from a four-year college or university	Graduation from a four-year college or university	Graduation from a four-year college or university
Years of prior equivalent work related experience in last or a degree (if applicable):	Minimum of 3 years of project management experience	Minimum of 5 years of project management experience	Minimum of 5 years of project management experience	Minimum of 11 years of project management experience	Minimum of 13 years of project management experience	N/A
Years of prior equivalent work related experience in addition to a degree:	No experience required	Minimum of 2 years of project management experience	Minimum of 5 years of project management experience	Minimum of 7 years of engineering experience	Minimum of 9 years of project management experience	Minimum of 11 years of project management experience
Licenses, certifications or registrations:	To be determined by hiring organization	To be determined by hiring organization	To be determined by hiring organization	To be determined by hiring organization. (P/MCOE recommends PMP within 24 months of placement)	To be determined by hiring organization. (P/MCOE recommends PMP within 24 months of placement)	To be determined by hiring organization. (P/MCOE recommends PMP within 24 months of placement)
Job-specific knowledge, skills or abilities:	<p>Demonstrated knowledge of basic project management principles</p> <p>Project related work school experience. Demonstrated to Working Knowledge in Project Management, Decision Making, Critical Thinking, and Problem Solving; Project related work experience, Risk Management, Project Leadership, Proven Collaborative Team Member</p>	<p>Working knowledge of project management principles</p> <p>Working Knowledge to Proficiency in Project Management, Decision Making, Critical Thinking, and Problem Solving; Project related work experience, Risk Management, Project Leadership, Proven Collaborative Team Member</p>	<p>Proficient in project management principles</p> <p>Proficiency to Expertise in Project Management, Decision Making, Critical Thinking, and Problem Solving; Project related work experience, Risk Management, Project Leadership, Strong Collaborator, Oversight</p>	<p>Expert in project management principles</p> <p>Expertise to Strong Expertise in Project Management, Decision Making, Critical Thinking, and Problem Solving; Project related work experience, Risk Management; Leadership, Employee Management/Development; Oversight</p>	<p>Strong expert in project management principles</p> <p>Strong Expertise in Project Management, Decision Making, Critical Thinking, and Problem Solving; Project related work experience, Risk Management; Leadership; Employee Management/Development; Oversight</p>	<p>Strong expert in project management principles</p> <p>Strong Expertise in Project Management, Decision Making, Critical Thinking, and Problem Solving; Project related work experience, Risk Management; Leadership; Employee Management/Development; Oversight</p>
Preferred Qualifications:	<p>Additional but not essential education or experience</p> <p>Graduation from a four-year college or university</p> <p>Utility Technical Certifications Training or PMP or CAPM or Certified Construction CMAA candidate</p> <p>Demonstrated to Working Knowledge in project related Scheduling Cost Control</p>	<p>Additional but not essential education or experience</p> <p>Graduation from a four-year college or university</p> <p>Utility Technical Certifications Training, PMP or CAPM or CMAA, Construction CMAA candidate, Professional Engineer License</p> <p>Working Knowledge to proficiency in project related Scheduling Cost Control</p> <p>Experience in utility industry</p> <p>Knowledge in construction management</p>	<p>Additional but not essential education or experience</p> <p>Master's Business (MBA), project management, or equivalent</p> <p>Utility Technical Certifications Training, PMP or CAPM or CMAA, Construction Certifications, Professional Engineer License</p> <p>Working Knowledge to proficiency in project related Scheduling Cost Control</p> <p>Experience in utility industry</p> <p>Knowledge in construction management</p>	<p>Additional but not essential education or experience</p> <p>Master's Business (MBA), project management, or equivalent</p> <p>Utility Technical Certifications Training, PMP or CAPM or CMAA, Construction Certifications, Professional Engineer License</p> <p>Working Knowledge to proficiency in project related Scheduling Cost Control</p> <p>Experience in utility industry</p> <p>Knowledge in construction management</p>	<p>Additional but not essential education or experience</p> <p>Master's Business (MBA), project management, or equivalent</p> <p>Utility Technical Certifications Training, PMP or CAPM or CMAA, Construction Certifications, Professional Engineer License</p> <p>Working Knowledge to proficiency in project related Scheduling Cost Control</p> <p>Experience in utility industry</p> <p>Knowledge in construction management</p>	<p>Additional but not essential education or experience</p> <p>Master's Business (MBA), project management, or equivalent</p> <p>Utility Technical Certifications Training, PMP or CAPM or CMAA, Construction Certifications, Professional Engineer License</p> <p>Working Knowledge to proficiency in project related Scheduling Cost Control</p> <p>Experience in utility industry</p> <p>Knowledge in construction management</p>
Working Conditions:	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.	Environmental, Physical, Office, etc.
	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	To be determined by hiring organization
Relationship:	<p>The Project Management Specialist may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p> <p>The Project Management Specialist may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p>	<p>The Project Manager I may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p> <p>The Project Manager I may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p>	<p>The Project Manager II may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p> <p>The Project Manager II may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p>	<p>The Senior Project Manager may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p> <p>The Senior Project Manager may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p>	<p>The Project Director may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p> <p>The Project Director may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p>	<p>The Senior Project Director may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p> <p>The Senior Project Director may have relationships with individuals in various organizations ranging from individual contributors to Senior Leadership (i.e. Business Analyst through CFO)</p>
Other Duties:						
Other Duties:						
Other Duties:						

**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

1. Is this a new job? Yes No
2. Is this an existing job that has changed? Yes No
3. Payroll title to which this job reports: Manager Gas Operations Support
4. Payroll title of this job: Scheduling Specialist Gas Operations
5. 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.

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(GAS OPERATIONS -
SERVICE DELIVERY DEPARTMENT)

7915

CLASSIFICATION: **SERVICE MECHANIC I 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:

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: 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:

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

Disclaimer:

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

(REVISED - 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 1 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. 1194's, 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:	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 as 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.
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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 <ul style="list-style-type: none"> ◦ 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 Ownership of Gas Transportation Customer Billing Process <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 Provide curtailment and analytical support to Customer Accounts organization <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 <input type="checkbox"/> 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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016	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
013	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:				

<p>EEO Statement: <i>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.</i></p>
<p>Disclaimer: <i>This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.</i></p>

(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 house line 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 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 as of 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 Dukels 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

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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