

REGULATOR SPECIALIST

Position Summary

Outlined in this document is the position description for the Regulator Specialist and various responsibilities. Job attributes and performance expectations are also defined. (Detailed specifics and clarifications are available in the Job Task Analysis–Appendix A).

As employees complete the structured training and directed on the job training necessary, meet regulatory requirements (OQ, OSHA, CDL), and other qualifications they will be able to progress through their career field. The levels through which progress may be expected are as follows:

	LEVEL
Regulator Specialist	I
Regulator Specialist	II
Regulator Specialist	III
Senior Regulator Specialist	

Advancement beyond the level of Regulator Specialist III will involve posting and bidding process, with consideration to seniority, qualifications and staffing needs.

Employees will gain skills in the levels, through structured training and guided OJT. Progression through the levels will require an employee to demonstrate skills and knowledge of the level they currently hold.

REGULATOR SPECIALIST SERIES

**SENIOR
REGULATOR
SPECIALIST**

18 MONTHS



18 MONTHS

REGULATOR SPECIALIST III

18 MONTHS

REGULATOR SPECIALIST II

18 MONTHS

REGULATOR SPECIALIST I

REGULATOR SPECIALIST

LEVEL I, II, III

General Comments

Must meet the Company's general qualifications.

Job knowledge and competence will be demonstrated on a periodic basis by successful completion of regulatory or other required qualifications.

Will participate in training as required. Work assignment will be based on competency upon completion of training.

Will adhere to Company and departmental policies, standards and established procedures.

This job description attempts to give examples of the tasks associated with the job; however, the listings are not all inclusive.

Safety is the responsibility of every employee at Vectren. All safety procedures or policies outlined in the job procedures, safety reference guide, training classes and regulatory requirements (OSHA, etc.) are expected to be followed.

Conducting the work in a responsible and cooperative manner in the best interest of the Company and so that employees and others and the general public are properly safeguarded at all times.

Qualifications

Entry Level

High school diploma or the equivalent. Must have a valid driver's license.

Fully Qualified

A minimum of 5 1/2 years experience as a Regulator Specialist or the equivalent and demonstrate the ability to perform the tasks of the job. Must have a Commercial Driver's License and maintain Emergency Response qualification status. Must maintain all regulatory qualifications in tasks associated with this job level. (OSHA, OQ, CDL)

Job Attributes

Minimum time at each level:

Level I	18 months
Level II	2 years
Level III	2 years

REGULATOR SPECIALIST

LEVEL I, II, III

Job Attributes (continued)

Work requires moderate to heavy physical and manual skills, such as the use of hand operated power tools, construction equipment and Company vehicles.

Tasks involve the exercise of independent judgment within prescribed instructions and/or standard procedures. Tasks require a high degree of complex responsibilities.

Work requires close mental and visual concentration, hand/eye coordination and dexterity often in hazardous or adverse conditions for sustained periods.

Works with other employees and with contractors and/or customers, requiring extreme attention to hazardous conditions.

Work requires the use of heavy power driven equipment and working in confined spaces, often exposing the employee to hazardous situations.

Job tasks and storm related work year-round outdoors exposes employees to periods when disagreeable working conditions exist.

Individuals are responsible for the care of Company equipment. Also required to exhibit care while performing work on customer's premises.

Normal tasks require very limited exposure to confidential information.

Work requires customer contact as well as contact with other departments.

Perform tasks independently, reporting progress and getting assignments frequently throughout the day. The level of supervision received and exercised decreases as the employee progresses through the job series.

The Job Task Analysis provides further detailed descriptions of tasks. The essential job functions are identified in appendix B.

Selected personnel in level II and III will perform welding tasks as qualified with premium pay.

REGULATOR SPECIALIST

LEVEL I, II, III

Performance Expectations upon Completion of Training and On the Job Experience

Level I

Operate locating equipment.

Operate motor vehicles.

Operate pneumatic tools, power hand tools.

Assist higher skill levels.

Understand terminology and knowledge of all required tools.

Perform manual labor activities safely such as flagging, barricading, signs, etc.

Develop knowledge of gas distribution systems.

Assist in the installation of gas mains and services.

Knowledgeable in electronic communication skills.

Safety knowledge – fire fighting procedures.

Knowledge of record keeping requirements such as time sheets, test results, leak tickets, and recording charts.

Have a working knowledge of national, local, and Company standards and codes and other pertinent regulatory requirements as they relate to Regulator Specialist responsibilities.

Perform lesser skilled work.

Perform pressure leak test.

Pump drips.

Perform work in confined spaces.

Perform visual inspection of pipeline.

Reconnect and disconnect gas service.

LEVEL I, II, III

Performance Expectations upon Completion of Training and On the Job Experience (continued)

Level I

Remove gas meters.

Investigate consumption past disconnect.

Operate a variety of instruments, i.e., manometer, spring gauge.

Maintain OUPS locate tickets for transmission lines.

Perform density survey.

Perform inventory for propane tanks and caverns.

Change recording chart.

Maintenance of regulator structures, such as painting and water proofing.

Understand basic knowledge of gas prints.

Locate test station.

REGULATOR SPECIALIST

LEVEL I, II, III

Performance Expectations upon Completion of Training and On the Job Experience

Level II

Operate construction equipment such as backhoe, trenching, loading, lifting, earth moving, and compaction.

Installation of gas mains and services.

Perform standard and routine repairs and maintenance on steel, cast iron, plastic: standard pressure MP and IP.

Perform pinpointing of gas leaks, repair leaks and use of appropriate equipment.

Respond to emergency calls as qualified.

Assist in the installation and operation of specialized equipment designed to control distribution systems such as gas valves and regulators.

Train and instruct others.

Have a working knowledge of national, local, and Company standards and codes and other pertinent regulatory requirements as they relate to Regulator Specialist responsibilities.

Perform lesser skilled work.

Conduct corrosion diagnostic tests, pipe to soil, rectifier and bond readings.

Conduct pressure audit.

Install a gas meter, residential or commercial (1000 CFH diaphragm or less).

Conduct gas interference detection.

Perform plastic fusion

Operate, maintain and inspect valves.

Perform hot taps on distribution 60 lbs or below.

Change set points and verify MAOP.

Operate and maintain station equipment (heater, scrubber, separator)

REGULATOR SPECIALIST

LEVEL I, II, III

Performance Expectations upon Completion of Training and On the Job Experience (continued)

Level II

Assist in propane plant operation.

Operate and maintain propane plant air compressor.

Load and unload tank trucks.

Protect excavation site (shoring, sloping, soil analysis).

Perform gas leak survey.

Selected personnel in level II and III will perform welding tasks as qualified with premium pay.

REGULATOR SPECIALIST

LEVEL I, II, III

Performance Expectations upon Completion of Training and On the Job Experience

Level III

Job planning such as equipment and materials.

Installation of specialized gas regulator and corrosion equipment.

Coordinate work between other departments, areas, and utilities.

Oversee contractor projects.

Cut and thread pipe under pressure.

Direct on-the-job activities of two-person crew.

Train and instruct others.

Have a working knowledge of national, local, and Company standards and codes and other pertinent regulatory requirements as they relate to Regulator Specialist responsibilities.

Adjust pressure and set points on control valves.

Perform hot taps on transmission lines.

Add odorant to natural gas system.

Operate, install, inspect and maintain gas regulators and pressure relief equipment.

Operate, repair, inspect, and maintain, station control equipment.

Operate and maintain Derby propane plant.

Perform propane duties such as: operate and maintain vaporizer feed pump, perform pump overhaul, operate and maintain boilers and water bath, remove and install heat exchanger in vaporizer and superheater, operate and maintain superheater, operate and maintain vaporizer, operate and maintain control room, operate and maintain glycol system and overhaul and troubleshoot condensate system.

Operate, maintain and inspect Tod Hunter pipeline equipment.

Inspect propane tank relief valves.

REGULATOR SPECIALIST

LEVEL I, II, III

Performance Expectations upon Completion of Training and On the Job Experience (continued)

Level III

Sectionalize gas system piping for maintenance and repair under supervision.

Inspect, set, and maintain RP&S (farm tap) customers.

Operate and utilize by-pass systems.

Selected personnel in level II and III will perform welding tasks as qualified.

Perform lesser skilled work.

Install a gas meter, residential or commercial or industrial (1000 CFH diaphragm or over).

SENIOR REGULATOR SPECIALIST

Regularly directs and works with crews in the construction, repair, troubleshooting and maintenance of the underground gas distribution system. Will, as required, perform all the work of the Senior Regulator Specialist. Responsible for the activities of employees, material and equipment associated with work assignments.

General Comments

Must meet the Company's general qualifications.

Job knowledge and competence will be demonstrated on a periodic basis by successful completion of regulatory or other required qualifications.

Will participate in training as required. Work assignment will be based on competency upon completion of training.

Will adhere to all Company and departmental policies, standards and established procedures.

This job description attempts to give examples of the tasks associated with the job; however, the listings are not all inclusive.

Safety is the responsibility of every employee at Vectren. All safety procedures or policies outlined in job procedures, safety reference guide, training classes and agency requirements (OSHA, etc.) are expected to be followed.

Conducting the work in a responsible and cooperative manner in the best interest of the Company and so that employees under the Senior Regulator Specialist charge and others and the general public are properly safeguarded at all times.

Qualifications

ENTRY LEVEL

Must have a minimum of 2 years experience as a Regulator Specialist III or the equivalent and demonstrate the ability to perform the tasks of the job. Must have a Commercial Driver's License and maintain all regulatory and Company mandated qualifications (CDL, OSHA, OQ).

FULLY QUALIFIED

Must have a minimum of 2 years experience as a Senior Regulator Specialist or the equivalent and demonstrate the ability to perform the tasks of the job.

SENIOR REGULATOR SPECIALIST

Job Attributes

Work requires moderate to heavy physical and manual skills, such as the use of hand operated power tools, construction equipment and Company vehicles.

Tasks involve the exercise of independent judgment within prescribed instructions and/or standard procedures. Tasks require a high degree of complex responsibilities, including planning and directing the activities of others.

Requires close mental and visual concentration, hand/eye coordination and dexterity often in hazardous or adverse conditions for sustained periods.

Work requires the use of heavy power equipment and working in confined spaces, often exposing the employee to hazardous situations. Employees must recognize these hazards and work within the appropriate procedures.

Individuals are required to exhibit care while performing work on customer's premises. Also responsible for care of Company equipment and recognizing project budgets and estimates.

Normal tasks require limited exposure to confidential information.

Requires frequent customer contact and regular contact with other departments.

Works independently and frequently gives direction to employees on complex jobs.

Good written and verbal communication skills are necessary to perform a variety of work assignments.

The essential job functions document provides descriptions for Physical Conditions and Attributes.

The job task analysis provides detailed descriptions of tasks included within the job.

SENIOR REGULATOR SPECIALIST

Performance Expectations upon Completion of Training and On the Job Experience

Works with and regularly directs a crew of two or more employees. The type of project, project controls in place and safety requirements will determine the crew size. It is the responsibility of the employee to bring forth any safety concerns to the supervisor.

Responding quickly and accurately to abnormal conditions that develop during the progress of the work.

Assigning work to employees on the crew appropriate to their job classifications and training received; supplying them with necessary information and direction; verifying that the work is performed and properly completed.

Making reports of construction, maintenance and repair work; originating requisitions for materials, tools, equipment, spare parts and other supplies; recording and reporting time and materials used; making such other reports as are required.

Interpreting drawings and work orders; directing, instructing and training other Regulator Specialists in their work and in safety practices and policies; checking the accuracy, efficiency, orderliness and effectiveness of their work and reporting to supervision any irregularities of work performances or progress.

Maintaining a high standard of good housekeeping during and upon completion of the work.

Maintaining good public relations; exercising good judgment and tact.

Working with other Company crews and other utility crews as directed.

Sectionalize gas transmission and distribution piping for maintenance and repair.

Performing project inspections on transmission pipeline.

Rebuilding and reconfiguration of regulator stations.

Maintaining odorant systems and odorizers.

Operating Bellbrook and Yankee propane plant operations.

Pigging of propane line.

Monitoring dual fuel installations.

Installing and maintaining telemetering equipment.

SENIOR REGULATOR SPECIALIST

Performance Expectations upon Completion of Training and On the Job Experience **(continued)**

Inspection, maintenance, operation, and analysis of all corrosion control equipment. (ref to JTA)

Perform lesser skilled work.

Have a working knowledge of national, local, and Company standards and codes and other pertinent regulatory requirements as they relate to underground construction responsibilities.