

UNDERGROUND CONSTRUCTION TECHNICIAN

Position Summary

Outlined in this document is the position description for the Underground Construction Technician 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
Underground Construction Technician	I
Underground Construction Technician	II
Underground Construction Technician	III
Senior Underground Construction Technician	

Advancement beyond the level of Underground Technician 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.

UNDERGROUND CONSTRUCTION TECHNICIAN SERIES

**SENIOR
UNDERGROUND
CONSTRUCTION
TECNICIAN**

18 MONTHS



18 MONTHS

UNDERGROUND CONSTRUCTION TECHNICIAN III

18 MONTHS

UNDERGROUND CONSTRUCTION TECHNICIAN II

18 MONTHS

UNDERGROUND CONSTRUCTION TECHNICIAN I

UNDERGROUND CONSTRUCTION TECHNICIAN

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 the 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 4 ½ years experience as an Underground Construction Technician 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.

Job Attributes

Minimum time at each level:

Level I	18 months
Level II	18 months
Level III	18 months

UNDERGROUND CONSTRUCTION TECHNICIAN

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.

Performs 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.

UNDERGROUND CONSTRUCTION TECHNICIAN

LEVEL I, II, III

Performance Expectations upon Completion of Training and On the Job Experience

Level I

Operate locating equipment.

Operate equipment 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.

Perform plastic fusion.

Also assist in 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 Underground Construction Technician responsibilities.

Perform lesser skilled work.

Perform pressure leak test.

Install anodes and locate test stations.

UNDERGROUND CONSTRUCTION TECHNICIAN

LEVEL I, II, III

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

Level I

Pump drips.

Perform work in confined spaces.

Perform visual inspection of pipeline.

Reconnect and disconnect gas service.

Remove gas meters.

Investigate consumption past disconnect.

Operator manometer, spring gauge and other instruments.

UNDERGROUND CONSTRUCTION TECHNICIAN

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.

Understand basic knowledge of gas prints.

Installation of gas mains and services.

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

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

Respond to emergency calls as qualified.

Assist in 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 Underground Construction Technician responsibilities.

Perform lesser skilled work.

Conduct corrosion diagnostic tests, pipe and soil readings.

Conduct pressure audit.

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

Conduct gas interference detection.

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

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

Perform gas leak survey.

UNDERGROUND CONSTRUCTION TECHNICIAN

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.

Knowledge and skill to perform up through and including medium pressure gas taps.

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

Inspect and maintain distribution valves.

Train and instruct others.

Maintenance to gas main including, replacing existing gas main, installing main extensions, and casing installation.

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

Perform lesser skilled work.

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

SENIOR UNDERGROUND CONSTRUCTION TECHNICIAN

Regularly directs and works with crew of Underground Construction Technician in the construction, repair, troubleshooting and maintenance of the underground gas distribution system. Will as required perform all the work of the Underground Construction Technician. 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 job related skills verification.

Will participate in training as required. Work assignment will be based on training that has been received.

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 the job procedures, safety reference guide, training classes and agency requirements (OSHA, etc.) are expected to be followed.

Qualifications

Entry Level

A minimum of 4 ½ years experience as an Underground Construction Technician or the equivalent and demonstrate the ability to perform the tasks of the job. Must have passed leadership qualifying exams and successfully completed the Company's leadership training classes.

Fully Qualified

Must have a minimum of 18 months experience as a Senior Underground Construction Technician and demonstrate the ability to perform all the tasks of the job. Must have Commercial Drivers License and maintain necessary regulatory qualifications (OQ, OSHA, CDL), or other qualifications in order to progress through their career field.

SENIOR UNDERGROUND CONSTRUCTION TECHNICIAN

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.

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

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 the 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 Job Task Analysis provides detailed descriptions for Knowledge's, Physical Conditions, and Attributes. Categories include calculations, basic measurement, working conditions and use of sense.

SENIOR UNDERGROUND CONSTRUCTION TECHNICIAN

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.

Conducts the work in a responsible and cooperative manner in the best interest of the Company, and so that employees, both under the Senior Underground Construction Technician's charge and others, and the general public, are properly safeguarded at all times.

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 required.

Interpreting drawings and work orders; directing, instructing and training other Underground Construction Technician's 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.

Operate and maintain directional bore equipment with premium pay.

Inspect, maintain, and repair corrosion system.

SENIOR UNDERGROUND CONSTRUCTION TECHNICIAN

Performance Expectations Upon Completion of Training and On The Job Experience (continued)

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.