

Job Descriptions

Document date 09/10/2014

A-Group	Proposed Action
Advanced Metering Specialist	New
Apprentice Wireman	Revised
Combustion Turbine Technician I, II, III, IV	Revised
Communications Technician, Class B	Revised
Communications Technician Foreman	Revised
Customer Service Field Lead	Revised
Drayageman Trailer	Add Back / Revised
Helper – Wire	Revised
Hydro Technician I, II, III, IV	Revised
Hydro Operator (Automatic Plants)	Revised (PSE withdraws proposal to revise)
Lead Meter Technician	New
Lead Relay Technician	Revised
Meter Foreman	Revised
Meter Technician Trainee I-II	New
Relay Technician	Revised
Relay Technician Trainee I-V	Revised
Shuffleton Shop and Yard Foreman	Revised
Substation Inspector	Revised
System Operator (Day Operator)	Revised
Wireman	Revised
Wireman Foreman	Revised

B-Group	
Customer Service Representative I	Revised (PSE withdraws proposal to revise)
Engineering Mapping Technician 1	Revised
Engineering Mapping Technician 2	Revised
Engineering Mapping Technician 3	Revised
Operating Support Specialist	Revised (PSE withdraws proposal to revise)

Job Classifications to be removed

A-Group (in order by job classification list in CBA)

Helper Communications	Remove
Fleet Equipment Operator	Remove
Building Maintenance Foreman	Remove
Building Maintenance Serviceman	Remove

B-Group (in order by job classification list in CBA)

Typist	Remove
Conservation Accounting Clerk	Remove
General Clerk	Remove
Messenger	Remove
Telephone Operator	Remove
Conservation Service Clerk	Remove
Engineering Aide	Remove
Stenographer	Remove
Meter Reader	Remove
Chief Telephone Operator	Remove
Phototypesetting Operator	Remove
Conservation Service Rep	Remove
Reprographics Coordinator	Remove
Financial Information Tech	Remove
Senior Print & Stat. Clerk	Remove
Accountant	Remove

A Group Job Descriptions



"A" Group Position Description

Date
Xx/xx/xxxx

Title

Advanced Metering Specialist

Group
Meter Operations

Approval

Manager, Labor Relations

Reports To:

Supervisor, Meter Operations (MO)Supervisor, Meter Operations (MO)

Duties:

Supports development, documentation and maintenance of standards, training and equipment for the Meter Operations Department as directed by the Supervisor. Provides training and technical support to the Meter Operations and Customer Care field employees, performs advanced analysis and troubleshooting, and participates in research and development activities with engineering and management.

This position can and does perform the duties and responsibilities of a Meter Journeyman/Foreman and Lead Meter Technician when needed.

This is the most advanced Journeyman position within the department and requires significant continuing education and skill development to meet and anticipate future changing technologies and needs. This position may also be involved with participating/instructing at industry conferences, schools and committees.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements:

Applicant must be a current Meter Journeyman with at least five (5) years' experience at Puget Sound Energy.

Applicant must have excellent written and oral communication skills and an ability to train or teach other Journeyman, Apprentices, Testers and CFR's as well as those in other departments. Applicant must have a demonstrated ability to organize, lead and effectively document research-oriented projects. Due to the advanced technical skills required of this position, its leadership role, and the other communications skills and abilities required, this position will be filled under article 2.23 of the CBA.

Employee must meet and maintain all current and future Qualification Requirements of the Meter Journeyman's position.

Job Conditions and Physical Efforts:

The duties and responsibilities are generally performed in both indoor and outdoor environments. The position involves sitting, standing, walking, moderate to heavy lifting, moderate carrying, bending, reaching, kneeling, twisting, balancing and climbing, and operation of light equipment, tools and machinery.

Performance of the position requires working in a variable outdoor environment such as all weather conditions, noise levels, hazardous conditions, and on the full range of outdoor work surfaces. The use of PPE (Personal Protective Equipment and/or personal protective devices) is required. Requires driving a Company vehicle.

Equal Employment
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"A" Group Position Description

Date
~~October 1, 1992~~
 Xx/xx/xxxx

<p>Title</p> <p style="text-align: center;">Apprentice Wireman</p>	<p>Group</p> <p>Substation Relay <u>Operations</u></p>
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Approval

Manager, Labor Relations

Reports To:

Duties: Work under the direction of a journeyman wireman or equivalent to construct, maintain, inspect and operate substations while learning the wireman trade. Perform similar and incidental duties as required. Must satisfactorily complete 144 hours per year of related instruction as required by the Apprenticeship Agreement ~~and~~ pass basic written and oral examinations, and obtain a First Aid Certificate during their training program.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements:

Applicants must have a comprehensive knowledge of electricity as it pertains to substation construction and maintenance work, and the ability and aptitude for learning wireman's trade. Must know material used in substation construction and maintenance and must be familiar with the Company's line construction and maintenance standard practices. Employees must have a working knowledge and comply with all Company standards, policies, practices, procedures and State and Federal regulations as they pertain to the job. Must have successfully satisfied pre-qualification requirements as determined by the JATC; must possess a valid driver's license with the necessary endorsements. This position requires the applicant to obtain and maintain a current Commercial Driver's License (CDL), including the necessary endorsements and removal of the air brake restriction. Training will be provided through the ~~Helper program- Company~~ to obtain this License.

Job Conditions and Physical Efforts:

The duties and responsibilities are performed in an outdoor environment. The position generally involves occasional sitting, frequent standing, frequent walking, moderate to heavy lifting, moderate carrying, frequent bending, reaching, kneeling, twisting, balancing and climbing, frequent operation of light equipment, tools and machinery and occasional operation of heavy equipment, ~~and~~ and frequent use of computers and Smart Devices.

Performance of the position generally requires working in a ~~variable~~ bleed outdoor environment such as all weather conditions, all noise levels, hazardous conditions, and upon the full range of outdoor work surfaces. ~~The frequent use of protective clothing and/or personal devices may be required.~~ The use of PPE (Personal Protective Equipment and/or personal protective devices) is required. May require driving of Company automobiles/vans/trucks.

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PUGET
SOUND
ENERGY

“A” Group Position Description

Date

May 1, 2007
Xx/xx/xxxx

Title

Combustion Turbine Foreman Technician I, II, III, IV

Group

Power Production

Approval

Manager Labor Relations

Reports To: Supervisor, Maintenance and Operations

Duties: Construct, install, inspect, operate and maintain generation plant electrical and mechanical equipment, especially as it applies to combustion turbines, internal combustion engines, steam and/or combined cycle generation facilities.

Plan and direct the activities of others as assigned. Responsible for time reporting and other reports as required. Perform similar and incidental duties as required. This position responds to plant emergencies and contains some irregular work schedules and overtime hours.

Qualification Requirements:

Applicant must be a Combustion Turbine Journey Worker or its equivalent and be proficient in using the tools and equipment of the trade as related to combustion turbine work. For the Combined Cycle Combustion Turbine Foreman (CT Foreman) at a combined cycle plant, the CT Journey Worker must be qualified as a Control Room Operator at a combined cycle facility for a minimum of three years. Must have working knowledge of operational, mechanical and electrical fundamentals as pertains to utility systems. Must have organizational skills and the ability to communicate effectively with Company personnel, Service Providers, Contractors, other utilities, State and Federal agencies and the public when applicable. Must attend training sessions and successfully complete formal training as furnished by the Company and others. Must possess a valid driver’s license. This position requires the employee to obtain and maintain a First Aid, CPR and AED Certificate, ~~and a current Commercial Driver’s License (CDL-A) with air and other necessary endorsements or obtain each within 30 days. Training will be provided.~~ Employees must have a working knowledge and comply with all Company standards, policies, practices, procedures and State and Federal safety regulations as they pertain to the job The CT Foreman at a combined cycle plant must also be fully qualified to perform CT Journey Worker duties including acting as a control room operator at the facility within 6 months of accepting the CT Foreman position at a combined cycle plant. Due to the advanced technical and leadership skills required of this position, its leadership role, and the other communication skills and abilities required, this position will be filled under article 2.23 of the CBA.

Technician II

~~Basic qualifications —after six (6) months, demonstration of satisfactory job performance and completion of appropriate training as required by Labor/Management Training Committee (LMTC.) The qualification period shall not exceed 12 months.~~

Technician III

~~Basic qualifications —after a second qualification period of six (6) months, demonstration of satisfactory job performance and upon completion of appropriate training as required by LMTC. The qualification period shall not exceed 12 months.~~

Technician IV

~~Basic qualifications —after a third qualification period of six (6) months, demonstration of satisfactory job performance and upon completion of appropriate training as required by Labor/Management Training Committee (LMTC), and upon demonstrating knowledge of all functions of a turbine generating facility as required by LMTC. The qualification period shall not exceed 12 months.~~

~~The above times in classification steps can be modified based on the determination of the LMTC.~~

Job Conditions and Physical Efforts:

The duties and responsibilities are generally performed in both indoor and outdoor environments. The position involves sitting, standing, walking, moderate to heavy lifting, moderate carrying, bending, reaching, kneeling, twisting, balancing and climbing, operation of light equipment, tools and machinery and operation of heavy equipment and machinery.

Performance of the position requires working in varied outdoor environments such as all weather conditions, all noise levels, hazardous conditions and on the full range of outdoor work surfaces. The use of protective clothing and safety devices is required. May require driving of automobiles/vans/trucks.

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"A" Group Position Description

Date
 October 1, 1992
 Xx/xx/xxxx

<p>Title</p> <p style="text-align: center;">Communications Technician Class B</p>	<p>Group</p> <p>Communications</p>
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Approval

Manager Labor Relations

Reports To: Manager, Telecommunications Services or Manager, Network and Desktop Services and/or I/T Consultant from Telecommunications or Network and Desktop.

Duties: ~~Construct, install and maintain wiring and equipment associated with communications and electronic equipment commonly used in the utility business, have knowledge of the calculation of electrical quantities pertaining to electronic devices and perform other related duties connected with communications and control equipment.~~

Construct, install, and maintain wiring and equipment associated with communications and electronic equipment used in the utility business. Have knowledge of local safety codes & industry practices for aerial and underground communication cables, vaults, facilities and attachments. Perform similar & incidental duties as required.

Qualification Requirements: Applicant must obtain a commercial radio telephone operator's license of first or second class within four months.

~~Applicant must be able to read and sketch electrical and electronic circuit diagrams and use shop tools and instruments used in electronic work. Must have ability to communicate effectively with others. Must have a working knowledge of safety regulations and must have or obtain within thirty (30) works days after selection a First Aid Certificate. Must possess a valid driver's license.~~

Applicant must understand copper and fiber optic cables, fiber optic theory, types of optical fibers, fiber optic system design parameters, fiber optic cable types, termination and splicing, design considerations, cable management alternatives, underground route design, ADSS cable system design, OPGW cable system design, optical testing requirements, test results interpretation, standards and codes, and fiber optic safety.

Must possess or obtain within thirty (30) working days after selection a valid First Aid/CPR/AED card.

Applicant must hold a valid CDL-Class A Endorsed Driver's License within 30 days

Applicant must obtain UTC Certification for Fiber Optic Professional Level 2 within the first 12 months

Job Conditions and Physical Efforts: The duties and responsibilities are generally performed in a plant or support services environment. The position involves occasional sitting, frequent standing, occasional walking, moderate to heavy lifting, moderate to heavy carrying, frequent kneeling, twisting and balancing, occasional climbing and frequent reaching, pushing/pulling, grasping and operation of equipment and machinery.

~~The environmental conditions generally include ambient inside temperature and lighting levels. Conditions may also include medium to loud noise levels and hazardous conditions. The use of protective clothing and/or personal devices is generally required.~~

The duties and responsibilities are performed in a varied indoor and outdoor environments. The position involves sitting, standing, walking, moderate to heavy lifting, moderate to heavy carrying, kneeling, twisting, balancing, climbing, reaching, pushing/pulling, grasping, and operation of equipment and machinery.

The environment conditions include all weather conditions, noise levels, hazardous conditions and on a full range of work surfaces. The use of protective clothing and/or safety devices is required.

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"A" Group Position Description

Date
 Jun. 20, 2008
 Xx/xx/xxxx

Title <p style="text-align: center;">Communications Technician Foreman</p>	Group Communications
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Approval

Manager Labor Relations

Reports To: Manager, Telecommunications Services or Manager, Network and Desktop Services and/or I/T Consultant from Telecommunications or Network and Desktop.

Duties: Plan and direct the work of Communication personnel as required. Apply proper accounting charges, maintain records and reports as required and perform other related duties connected with communications and control equipment used in the utility industry. Work as a Communication Technician as required. Perform similar and incidental duties as assigned.

Qualification Requirements: Must have ability to effectively direct the work of others and must be and meet all qualifications of a Communications Technician. Due to the advanced technical skills required of this position, its leadership role, and the other communications skills and abilities required, this position will be filled under article 2.23 of the CBA.

Job Conditions and Physical Efforts: The duties and responsibilities are performed in a varied indoor and outdoor environment. The position involves sitting, standing, walking, moderate to heavy lifting, moderate to heavy carrying, kneeling, twisting, balancing, climbing, reaching, pushing/pulling, grasping and operation of equipment and machinery.

The environmental conditions include all weather conditions, noise levels, hazardous conditions and on a full range of work surfaces. The use of protective clothing and/or safety devices is required.

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"A" Group Position Description

Date
~~August 28, 2012~~
 Xx/xx/xxxx

Title	Group
Customer Service Field Lead	Meter Group

Approval

Manager, Labor Relations

Reports To: Supervisor Meter Network Services

- Duties:**
1. Lead and advise ~~Meter Readers, Utility Worker I (AMR),~~ Customer Service Representative I (CSR I) and Customer Field Representative (CFR) I and II.
 2. Assign work and workload management, quality assurance, training and mentoring. This includes coordination and monitoring timely completion of work for the unit.
 3. Perform quarterly On-The-Job (OTJ) Task Analysis for CFR I.
 4. Provide and/or coordinate training to ensure productive and safe work practices.
 5. Perform CSR I, CFR I & II, and meter reading job duties.
 6. Respond to internal and external customer ~~inquires~~inquiries.
 7. Resolve access and other field related issues to include customer complaints concerning field personnel.
 8. Arrange for timely maintenance and repair of vehicles and equipment for department.
 9. Assure supplies are available and stocked.
 10. Prepare and/or maintain reports of field employees.
 11. Coordinate/update PTO coverage and shift changes.
 12. Verify and ensure correct rates applied according to current Tariffs and Rate schedules.
 - ~~13. Upon Foreman request monitor Meter Tester queues.~~
 - ~~14.~~13. Direct supervision of employees is not required for this position. The Lead will only perform assigned duties in the absence of the supervisor.
 - ~~15.~~14. Perform similar and incidental duties as assigned.

Qualification Requirements: Must have a High School diploma or GED. Must have valid Washington State driver's license. Must have 5 years CFR II experience. Must have basic computer skills to include workable knowledge of customer information system. Must demonstrate verbal/written communication skills. Must perform all duties pertaining to the job in compliance with State and Federal regulations and Company policies, practices and standards as applicable to the position. Due to the advanced technical skills required of this position, its leadership role, and the other communications skills and abilities required, this position will be filled under article 2.23 of the CBA.

Job Conditions and Physical Efforts:

The duties and responsibilities are performed in both an office and outdoor environment.

The environmental conditions include working in ambient inside temperatures, lighting, and varied weather conditions, hazardous conditions, and working on a full range of outdoor work surfaces. Use of personal protective equipment and safety devices required.

The position involves coming into contact with customer in highly emotional and complex situations.

May require irregular work schedule, overtime hours and storm related duties.

The position involves operating a vehicle, sitting, standing, walking, lifting, carrying, bending and reaching, kneeling, twisting, balancing, climbing, keyboard/computer operation, telephone operation, and operation of tools and equipment.

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"A" Group Position Description

Date
~~October 1, 1992~~
 Xx/xx/xxxx

Title <p style="text-align: center;">Drayageman-Trailer <u>Driver</u></p>	Group Fleet
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Approval

 Manager, Labor Relations

Reports To:

Duties: Drive and operate all types of trucks, including semi-trailer and low boy equipment. Transport all drayage, substation and line equipment in heavy hauling requirements. Perform similar and incidental duties as assigned.

Qualification Requirements: Applicant must have two years of operating tractor/trailer equipment or equivalent training. Must be certified hazardous material hauler. Must possess a valid First Aid Certificate. Must be familiar with Washington State Motor Vehicle Regulations and their applications. Must possess a valid driver's license. This position requires the applicant to have and maintain a current Commercial Driver's License (CDL) including the necessary endorsements and removal of the air brake restriction.

Job Conditions and Physical Efforts: The duties and responsibilities are generally performed 50% of the time in a plant or support services environment and 50% of the time in an outdoor environment. The position generally involves occasional sitting, frequent standing, frequent walking, moderate to heavy lifting, moderate carrying, frequent bending, reaching, kneeling, twisting, balancing and climbing, frequent operation of light equipment, tools and machinery and occasional operation of heavy equipment and machinery.

Performance of the position generally requires working in varied indoor and outdoor environments such as all weather conditions, all noise levels, hazardous conditions and on the full range of outdoor work surfaces. The frequent use of protective clothing and/or personal devices may be required. May require driving of automobiles/vans/trucks.

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“A” Group Position Description

Date
~~October 1, 1992~~
 Xx/xx/xxxx

Title

~~Helper—Wire~~ PTA / Wire Helper

Group

Substation Relay
Operations

Approval

Manager, Labor Relations

Reports To:

Duties:

Perform general work as directed. Drive and operate equipment as qualified. Perform incidental duties in and around assigned work location as required.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements:

Applicants must have a basic knowledge of electricity and the mechanical ability to use tools of the trade, which includes vehicles. Must have a working knowledge of safety regulations and possess a valid driver’s license. **Employees must have a working knowledge and comply with all company standards, policies, practices, procedures and State and Federal regulations as they pertain to the job.** A helper will be assigned to and successfully complete the first available Equipment Operator Training Program after appointment. After completing the first (6) training sessions of the Equipment Operator Training Program and having obtained the applicable driver’s license endorsement, the helper may be assigned to drive and/or operate specialized equipment, be paid at the appropriate rate of pay. Must possess a valid First Aid Certification. Must possess a valid driver’s license. This position requires the applicant to obtain and maintain a current Commercial -Driver’s License (CDL) including the necessary endorsements and removal of the air brake restriction. Training will be provided through the Helper program to obtain this license. **A Wire Helper who holds a PTA position is subject to the provisions of Article 12.14.**

Helpers are not eligible to bid other helper positions unless they have completed the Helper Training Program and have attained the after-~~3-years~~ three years-wage rate.

Job Conditions and Physical Efforts:

The duties and responsibilities are performed in an outdoor environment. The position generally involves occasional sitting, frequent standing, frequent walking, moderate to heavy lifting, moderate carrying, frequent bending, reaching, kneeling, twisting, balancing and climbing, frequent operation of light equipment, tools and machinery and occasional operation of heavy equipment, ~~and~~ machinery, **and frequent use of computers and Smart Devices.**

Performance of the position generally requires working in a ~~variable~~ outdoor environment such as all weather conditions, all noise levels, hazardous conditions, and **upon the full range of outdoor work surfaces.** ~~The frequent use of protective clothing and/or personal devices may be required.~~ **The use of PPE (Personal Protective Equipment and/or personal protective devices) is required.** May require driving of **Company** automobiles/vans/trucks.

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“A” Group Position Description

Date
May 1, 2007
Xx/xx/xxxx

Title

Hydro Foreman Technician I, II, III, IV

Group

Power Production

Approval

Manager Labor Relations

Reports To: Supervisor, Maintenance and Operations

Duties: Construct, install, inspect, operate and maintain generation plant electrical and mechanical equipment, especially as it applies to hydro-electric generation facilities.

Plan and direct the activities of others as assigned. Responsible for time reporting and other reports as required. Perform similar and incidental duties as required. This position responds to plant emergencies and contains some irregular work schedules and overtime hours.

Qualification Requirements:

Applicant must be a Hydro Electrician or Hydro Mechanic, or its equivalent and be proficient in using the tools and equipment of the trade as related to hydro-electric work. Must have working knowledge of operational, mechanical and electrical fundamentals as pertains to utility systems. Must have organizational skills and the ability to communicate effectively with Company personnel, Service Providers, Contractors, other utilities, State and Federal agencies and the public when applicable. Must attend training sessions and successfully complete formal training as required by the Labor Management Training Committee (LMTC) and furnished by the Company and others. Must possess a valid driver’s license. This position requires the employee to obtain and maintain a First Aid, CPR and AED Certificate and a current Commercial Driver’s License (CDL A) with air and other necessary endorsements or obtain each within 30 days. Training will be provided. Employees must have a working knowledge and comply with all Company standards, policies, practices, procedures and State and Federal regulations as they pertain to the job. Due to the advanced technical skills required of this position, its leadership role, and the other communications skills and abilities required, this position will be filled under article 2.23 of the CBA.

Technician II

~~Basic qualifications —after six (6) months, demonstration of satisfactory job performance and completion of appropriate training as required by Labor/Management Training Committee (LMTC.) The qualification period shall not exceed 12 months.~~

Technician III

~~Basic qualifications —after a second qualification period of 6 months, demonstration of satisfactory job performance and upon completion of appropriate training as required by the LMTC. The qualification period shall not exceed 12 months.~~

Technician IV

~~Basic qualifications —after a third qualification period of 6 months, demonstration of satisfactory job performance, completion of appropriate training as required by the LMTC, and upon demonstrating knowledge of all functions of a hydro electric generating facility as required by the LMTC. The qualification period shall not exceed 12 months.~~

~~The above times in classification steps can be modified based on the determination of the LMTC.~~

Job Conditions and Physical Efforts:

The duties and responsibilities are generally performed in both indoor and outdoor environments. The position involves sitting, standing, walking, moderate to heavy lifting, moderate carrying, bending, reaching, kneeling, twisting, balancing and climbing, operation of light equipment, tools and machinery and operation of heavy equipment and machinery.

Performance of the position requires working in varied outdoor environments such as all weather conditions, all noise levels, hazardous conditions and on the full range of outdoor work surfaces. The use of protective clothing and safety devices is required. May require driving of automobiles/vans/trucks.

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"A" Group Position Description

Date
Xx/xx/xxxx

Title

Lead Meter Technician

Group
Meter/Relay
Operations

Approval

Manager, Labor Relations

Reports To: Supervisor, Meter Operations (MO)

Duties: Supports development, documentation, and maintenance of systems and procedures for the Large Power Meter and Intertie customers as directed by the Supervisor. Provides training and technical support to Meter Journey Workers, Meter Technicians, Trainees or other PTA positions related to metering. Performs advanced analysis and troubleshooting, and participates in research and development activities with engineering and management.

This position can and does perform the duties and responsibilities of a Meter Journey worker or Technician when needed.

This is the most advanced technician position within the department, and requires significant continuing education and skill development to meet and anticipate future changing technology and needs. This position may also be involved with participating/instructing at industry conferences, schools, and committees.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements: Applicant must be a current Meter Technician with at least three (3) years' experience at that level.

Applicant must have excellent written and oral communication skills, and an ability to train or teach other technicians and other departments. Applicant must have a demonstrated ability to organize, lead and effectively document research-oriented projects. Due to the advanced technical skills required of this position, its leadership role, and the other communications skills and abilities required, this position will be filled under article 2.23 of the CBA.

Employee must meet and maintain all Qualification Requirements of the Meter Technician position.

Job Conditions and Physical Efforts: The duties and responsibilities are generally performed in both indoor and outdoor environments. The position involves sitting, standing, walking, moderate to heavy lifting, moderate carrying, bending, reaching, kneeling, twisting, balancing and climbing, and operation of light equipment, tools and machinery.

Performance of the position requires working in a variable outdoor environment such as all weather conditions, noise levels, hazardous conditions, and on the full range of outdoor work surfaces. The use of PPE (Personal Protective Equipment and/or personal protective devices) is required. Requires driving a Company vehicle.

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"A" Group Position Description

Date
 April 14, 2011
 Xx/xx/xxxx

Title

Lead Relay Technician

Group

Substation and Relay

Approval

Manager Labor Relations

Reports To: Supervisor, Relay Operations

Duties: Supports development, documentation, and maintenance of systems and procedures for the Substation Operations, Relay Department as directed by the Supervisor. Provides training and technical support to other Relay Technicians and Trainees, performs advanced analysis and troubleshooting, and participates in research and development activities with engineering and management.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements: Applicant must be a current Relay Technician with at least three (3) years' experience at that level.

Applicant must have excellent written and oral communication skills, and an ability to train or teach other technicians and other departments. Applicant must have a demonstrated ability to organize, lead, and effectively document researching-oriented projects. Due to the advanced technical skills required of this position, its leadership role, and the other communications skills and abilities required, this position will be filled under article 2.23 of the CBA.

Employee must meet and maintain all Qualification Requirements of the Relay Technician position.

Job Conditions and Physical Efforts: The duties and responsibilities are generally performed in both indoor and outdoor environments. The position involves sitting, standing, walking, moderate to heavy lifting moderate carrying, bending, reaching, kneeling, twisting, balancing and climbing, and operation of light equipment, tools, and machinery.

Performance of the position requires working in a variable outdoor environment such as all weather conditions, noise levels, hazardous conditions, and on the full range of outdoor work surfaces. The use of PPE (**Personal Protective Equipment** protective clothing and/or personal protective devices) is required. Requires driving a Company vehicle.

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"A" Group Position Description

Date
October 1, 1992
 Xx/xx/xxxx

Title

Meter Foreman

Group

Meter Operations

Approval

Manager, Labor Relations

Reports To:

Duties:

Plan and direct the work of the meter employees and be responsible for maintaining supplies and equipment. Perform similar and incidental duties as required. A Meter Foreman position will be established in Company meter shipsgroups employing three (3) or more "Journeyman,"Meter Journeyman, including the Meter Foreman, or a total of six (6) meter employees. Work as a Meter Journeyman when not working as a Foreman.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24 hour operations.

Qualification Requirements:

The applicant must have at least five (5) years' experience as a Meter Journeyman and at least two (2) years with the Company. Must have the ability to perform and direct the work of others, and to read and interpret plans and wiring diagrams as required. Must also be familiar with wiring codes and Company standards and work practices. Must have the ability to meet with and engage effectively with the public. Must have a working knowledge of all safety regulations and must possess or obtain, within 30 days of selection, a valid First Aid-, CPR and AED Certificate. Must possess a valid driver's license. Due to the advanced technical skills required of this position, its leadership role, and the other communications skills and abilities required, this position will be filled under article 2.23 of the CBA.

Job Conditions and Physical Efforts:

The duties and responsibilities are generally performed 75% of the time in an office environment and 25% of the time in a plant, field, or support services environment. The position generally involves continuous sitting, frequent standing, frequent walking, moderate to heavy lifting, moderate carrying, frequent bending, kneeling, twisting, and balancing, occasional climbing and frequent operation of heavy equipment and machinery.

The environmental conditions generally include ambient inside temperature and lighting. Performance of the position may also require frequent work in variable outdoored environments such as including inclement weather, loud noise, hazardous conditions and upon outdoor work surfaces such as mud, ice, slopes, hills, etc. The use of PPE (Personal Protective Equipment and/or personal protective devices) is required. Requires driving a Company vehicle. May require automobile transport. May require irregular work schedule and overtime hours. The occasional use of protective clothing and/or personal devices may be required.

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“A” Group Position Description

Date
Xx/xx/xxxx

Title

Meter Technician Trainee I-II

Group
Meter Operations

Approval

Manager, Labor Relations

Reports To:

Supervisor, Meter Operations (MO)

Duties:

Commission and maintain associated equipment at substations, power generation facilities. Perform calibration, adjustment, troubleshooting and repair of this equipment consistent with PSE Practices and Safety regulations. Maintain meter records and data. Perform similar and incidental duties as required.

Trainees will work under the direction of a meter technician. This may consist of direct supervision, or independent work as assigned.

This is a highly technical position, which requires continuing education and skill development to meet changing technology and needs. This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24 hour operations.

Qualification Requirements:

Applicant must be a current Meter Journeyman with at least one (1) year experience at that level.

Applicant must be proficient in using the tools and equipment of the trade as related to large power and generation metering work. Must have working knowledge of operational and electrical fundamentals as pertains to utility substation metering apparatus. Must have organizational skills and the ability to communicate effectively. Must attend training sessions and successfully complete training as required by the Labor/Management Training Committee (LMTC) and furnished by the Company and others. Must have and maintain a First Aid, CPR and AED certificate. This is “covered position” under NERC CIP standards with access to critical cyber infrastructure, Employee must complete and pass all necessary training and background checks associated with a covered position.

Meter Technician Trainee I: Basic qualifications – after six (6) months, demonstration of satisfactory job performance and completion of appropriate training as required by the Labor/Management Training Committee (LMTC). The qualification period shall not exceed 12 months.

Meter Technician Trainee II: Basic qualifications – after a second qualification period of six (6) months, demonstration of satisfactory job performance and completion of appropriate training as required by the Labor Management Training Committee (LMTC). The qualification period shall not exceed 12 months.

Job Conditions and Physical Efforts:

The duties and responsibilities are generally performed in both indoor and outdoor environments. The position involves sitting, standing, walking, moderate to heavy lifting, moderate carrying, bending, reaching, kneeling, twisting, balancing and climbing, and operation of light equipment, tools and machinery.

Performance of the position requires working in a variable outdoor environment

such as all weather conditions, noise levels, hazardous conditions, and on the full range of outdoor work surfaces. The use of PPE (Personal Protective Equipment and/or personal protective devices) is required. Requires driving a Company vehicle.

Equal Employment
Opportunity

PSE is an Equal Employment Opportunity employer. It complies with all applicable federal, state and local employment laws.



"A" Group Position Description

Date
~~April 14, 2011~~
 Xx/xx/xxxx

Title

Relay Technician
 (formerly Meter/Relay Technician step V)

Group
 Substation and Relay

Approval

Manager Labor Relations

Reports To: Supervisor, Relay Operations

Duties: Commission and maintain Protective Relays and associated equipment at switchyards, substations, power generation facilities, and on transmission and distribution lines. Perform setting, calibration, adjustment, troubleshooting, and repair of this equipment consistent with PSE Practices and Safety regulations. Operate stations and equipment necessary to perform these duties. Maintain relay records and data. Perform similar and incidental duties as required.

This is a highly technical position, which requires continuing education and skill development to meet changing technology and needs. This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24 hour operations.

Qualification Requirements: Applicant must have completed the PSE Relay Technician Trainee program (Relay Technician Trainee I-IV).

Technicians must have and maintain a First Aid, ~~and~~ CPR ~~and~~ AED certificate. This is a "covered position" under NERC CIP standards with access to critical cyber infrastructure; employee must complete and pass all necessary training and background checks associated with a covered position.

Technicians must have strong organizational skills and the ability to work and communicate effectively with many other PSE departments and individuals, other utilities, State and Federal agencies, and the public.

Job Conditions and Physical Efforts: The duties and responsibilities are generally performed in both indoor and outdoor environments. The position involves sitting, standing, walking, moderate to heavy lifting moderate carrying, bending, reaching, kneeling, twisting, balancing and climbing, and operation of light equipment, tools, and machinery.

Performance of the position requires working in a ~~varied~~ variable outdoor environment such as all weather conditions, noise levels, hazardous conditions, and on the full range of outdoor work surfaces. The use of PPE (~~Personal Protective Equipment protective clothing~~ and/or personal protective devices) is required. Requires driving a Company vehicle.

Equal Employment Opportunity PSE is an Equal Employment Opportunity employer. It complies with all applicable federal, state, and local employment laws.



"A" Group Position Description

Date
~~April 14, 2014~~
 Xx/xx/xxxx

Title

Relay Technician Trainee step I-IV
 (formerly Meter/Relay Technician step I-IV)

Group

Substation and Relay

Approval

Manager Labor Relations

Reports To: Supervisor, Relay Operations

Duties: Commission and maintain Protective Relays and associated equipment at switchyards, substations, power generation facilities, and on transmission and distribution lines. Perform setting, calibration, adjustment, troubleshooting, and repair of this equipment consistent with PSE Practices and Safety regulations. Operate stations and equipment necessary to perform these duties. Maintain relay records and data. Perform similar and incidental duties as required.

Trainees will work under the direction of a Relay Technician. This may consist of direct supervision, or independent work as assigned.

This is a highly technical position, which requires continuing education and skill development to meet changing technology and needs. This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24 hour operations.

Qualification Requirements:

Applicant must be a qualified journey-level wireman or meterman per article 7.9 of the CBA and be proficient in using the tools and equipment of the trade as related to substation and power plant work. Must have working knowledge of operational and electrical fundamentals as pertains to utility substation apparatus and protection/control systems. Must have organizational skills and the ability to communicate effectively. Must attend training sessions and successfully complete training as required by the Labor/Management Training Committee (LMTC) and furnished by the Company and others. Must have and maintain a First Aid, ~~and~~ CPR, ~~and~~ AED certificate. This is a "covered position" under NERC CIP standards with access to critical cyber infrastructure; employee must complete and pass all necessary training and background checks associated with a covered position.

Due to the advanced technical skills required of this position and the other communications skills and abilities required, this position will be filled under article 2.23 of the CBA.

Red-circle pay provisions of article 2.21a of the CBA shall apply only to applicants that have been in their current position for twelve (12) or more months.

Relay Technician Trainee II

Basic qualifications – after six (6) months, demonstration of satisfactory job performance and completion of appropriate training as required by the Labor/Management Training Committee (LMTC). The qualification period shall not exceed 12 months.

Relay Technician Trainee III

Basic qualifications – after a second qualification period of six (6) months, demonstration

of satisfactory job performance and completion of appropriate training as required by the Labor/Management Training Committee (LMTC). The qualification period shall not exceed 12 months.

Relay Technician Trainee IV

Basic qualifications – after a third qualification period of six (6) months, demonstration of satisfactory job performance and completion of appropriate training as required by the Labor/Management Training Committee (LMTC). The qualification period shall not exceed 12 months.

Relay Technician

Basic qualifications – after a fourth qualification period of six (6) months, demonstration of satisfactory job performance and completion of appropriate training as required by the Labor/Management Training Committee (LMTC). The qualification period shall not exceed 12 months.

The above times in classification steps can be modified based on the determination of the LMTC.

Job Conditions and Physical Efforts:

The duties and responsibilities are generally performed in both indoor and outdoor environments. The position involves sitting, standing, walking, moderate to heavy lifting moderate carrying, bending, reaching, kneeling, twisting, balancing and climbing, and operation of light equipment, tools, and machinery.

Performance of the position requires working in a ~~varied-variable~~ outdoor environment such as all weather conditions, noise levels, hazardous conditions, and on the full range of outdoor work surfaces. The use of PPE (~~protective clothing- Personal Protective Equipment~~ and/or personal protective devices) is required. Requires driving a Company vehicle.

Equal Employment Opportunity

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“A” Group Position Description

Date
Oct. 1, 1992
 Xx/xx/xxxx

Title

Shuffleton Shop and Yard Foreman

Group
 Substation Relay

Approval

Manager Labor Relations

Reports To:

Duties:

Plan and direct the work at Shuffleton shop and yard in a safe and expeditious manner consistent with Company, State and Federal practices and safety regulations. Be responsible for: completing work in a safe and proficient manner; the general conditions of tools and equipment; time reporting for the entire crew; the receipt and return of material with proper forms through Stores; and other reports as required. Perform similar and incidental duties as assigned. Work as a wireman as assigned.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements:

Applicant must have a thorough knowledge of the fundamentals of electricity as applied to substation operations, maintenance and construction work and possess working knowledge of accounting systems as applied to such work. Must have a thorough knowledge of the Company ~~s~~Standards and work p-Practices. Must have the ability to perform and direct the work of others, to read and interpret work sketches, plans, etc., and have the ability to communicate effectively with Company personnel and the public. Must have working knowledge of all safety regulations and must possess or obtain a valid First Aid, CPR and AED certificate. Must have at least two (2) years' experience as a journeyman wireman on the Company substations' crews. Must possess a valid driver's license. This position requires the applicant to have and maintain a current Commercial Driver's License (CDL) including the necessary endorsements and removal of the air brake restriction.

Job Conditions and Physical Efforts:

The duties and responsibilities are performed in an outdoor environment. The position generally involves occasional sitting, frequent standing, frequent walking, moderate to heavy lifting, moderate carrying, frequent bending, reaching, kneeling, twisting, balancing and climbing, frequent operation of light equipment, tools and machinery and occasional operation of heavy equipment and machinery.

Performance of the position generally requires working in a ~~vari~~able outdoor environment such as all weather conditions, all noise levels, hazardous conditions and upon the full range of outdoor work surfaces. The use of PPE (Personal Protective Equipment and/or personal protective devices) is required~~The frequent use of protective clothing and/or personal devices is required.~~ May require driving of Company automobiles/vans/trucks.

Equal Employment Opportunity

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"A" Group Position Description

Date
~~October 1, 1992~~
 Xx/xx/xxxx

Title
Substation Inspector

Group
 Substation ~~Relay~~
Operations

Approval

Manager, Labor Relations

Reports To:

Duties: Inspect, operate and maintain substations and various transmission, distribution and generation apparatus consistent with Puget Sound Energy -Practices and safety regulations. Direct the activities of others as assigned. Be responsible for time reporting and other reports as required. Perform similar and incidental duties as required.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements:

Applicants must be a qualified ~~journeyman-wireman~~ **Substation Wireman** and be proficient in using tools and equipment of the trade on energized and de-energized systems. Must have working knowledge of the fundamentals of electricity ~~as pertains to utility systems-~~ required in substation construction and maintenance work and have ability to use tools including necessary computer skills and equipment of the trade. Must know materials used in substation construction and maintenance. Must be knowledgeable and comply with all Company standards, policies, practices and procedures and State and Federal safety regulations as they pertain to the job. Must have or obtain a valid First Aid CPR and AED card. Must have the ability to communicate effectively with Company personnel, Service Providers, Contractors, other utilities, State and Federal Agencies, and the public. Must reside within service territory as defined by headquarters bid or within (30) minutes of the headquarters. Any necessary residency requirements shall be determined and agreed upon in writing between the applicant and Substation Operations Supervisor prior to the awarding of the bid. ~~Must have the ability to communicate effectively with others-~~ Must have working knowledge of safety regulations. ~~Must possess a valid First Aid Certificate-~~ Must possess a valid driver’s license. ~~Must reside within thirty (30) minutes of the headquarters. Any necessary residency requirements shall be determined and agreed upon in writing between the applicant and Division Superintendent prior to the awarding of the bid.~~ This position requires the applicant to have and maintain a current Commercial Driver’s License (CDL) including the necessary endorsements and removal of the air brake restriction.

Job Conditions and Physical Efforts:

The duties and responsibilities are performed in an outdoor environment. The position generally involves occasional sitting, frequent standing, frequent walking, moderate to heavy lifting, moderate carrying, frequent bending, reaching, kneeling, twisting, balancing and climbing, frequent operation of light equipment, tools and machinery and occasional operation of heavy equipment, ~~and machinery-~~ and frequent use of computers and Smart Devices.

Performance of the position generally requires working in a vari~~able~~ outdoor environment such as all weather conditions, all noise levels, hazardous conditions and upon the full range of outdoor work surfaces. ~~The frequent use of protective clothing and/or personal devices may be required.-~~The use of PPE (Personal Protective Equipment and/or personal protective devices) is required. May require driving of

| [Company](#) automobiles/vans/trucks.

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Opportunity**

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"A" Group Position Description

Date
~~Jan. 12, 2007~~
 Xx/xx/xxxx

Title

Lead System Operator (Day Operator)

Group

System Operations

Approval

Manager Labor Relations

Reports To: Supervisor, System Operations

Duties: Coordinates with PSE personnel, Service Providers, contractors and customers in switching activities of new substation and distribution plant, isolating system problems, repair and restoring service. Monitors and updates the computerized systems for Transmission, Substation, and Distribution systems and initiates appropriate response to insure reliable, efficient and safe operation of PSE's electrical system. Creates, updates and issues switching orders to isolate lines or equipment for new construction, maintenance, repair and restoration. Participates in and conducts training and evaluation as necessary for System Operations. Must possess valid drivers' license. Perform duties within the assigned Standard Operating Practices (SOP) for System Operations, applicable State and Federal regulations and PSE standards, policy, practices and procedures as they pertain to the job. Updates the System Operations mimic-board, maps, work sketches and updates/creates switch numbers. Coordinate and assists with PSE personnel, Service Providers, State and Federal agencies during emergency situations by analyzing system outages, problems. Performs duties as a System Operator and similar and incidental duties as assigned.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements:

Applicant must have at least five (5) years' experience as a System Operator and at least two (2) years with the Company. Must have successfully completed the Level V (5) System Operator Training Program. Due to the advanced technical skills required of this position, its leadership role, and the other communications skills and abilities required, this position will be filled under article 2.23 of the CBA.

Must have organizational skills and the ability to communicate effectively with Company personnel, Service Providers, Contractors, other utilities, State and Federal agencies and the public.

Job Conditions and Physical Efforts:

The duties and responsibilities are performed in office and field environments. The position involves sitting, standing, walking, light to moderate lifting, light carrying, climbing ladders, bending, reaching, keyboarding, radio and telephone operation. The duties also involve meeting with personnel in the field and driving a vehicle.

~~This job contains some irregular work schedules and overtime hours. The use of PPE (Personal Protective Equipment and/or personal protective devices) is required.~~

Performance of the position may require working in a variable outdoor environment such as all weather conditions, all noise levels, hazardous conditions and upon the full range of outdoor work surfaces.

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"A" Group Position Description

Date
~~October 1, 1992~~
 Xx/xx/xxxx

Title

Wireman

Group

Substation ~~Relay~~
Operations

Approval

Manager, Labor Relations

Reports To:

Duties:

Inspect, operate, maintain and construct substations and various transmission, distribution and generation apparatus consistent with Puget Sound Energy practices and safety regulations. Direct the activities of others as assigned. Drive and operate all equipment used in substation work. Be responsible for time reporting and other reports as required. Perform similar and incidental duties as required.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements:

Applicant must have completed a wireman apprenticeship or its equivalent and be proficient in using tools and equipment of the trade on energized and de-energized systems. Must have working knowledge of the fundamentals of electricity as it pertains to utility systems. Must have ability to communicate effectively with others. Must be knowledgeable and comply with all Company standards, policies, practices and procedures and State and Federal safety regulations as they pertain to the job. Must have working knowledge of safety regulations and must possess or obtain within thirty (30) working days after selection, a First Aid Certificate. Must possess a valid driver's license with the necessary endorsements. This position requires the applicant to have and maintain a current Commercial Driver's License (CDL) including the necessary endorsements and removal of the air brake restriction. Applicants will have 30 days to meet this requirement.

Job Conditions and Physical Efforts:

The duties and responsibilities are performed in an outdoor environment. The position generally involves occasional sitting, frequent standing, frequent walking, moderate to heavy lifting, moderate carrying, frequent bending, reaching, kneeling, twisting, balancing and climbing, frequent operation of light equipment, tools and machinery and occasional operation of heavy equipment, ~~and~~ machinery, and frequent use of computers and Smart Devices.

Performance of the position generally requires working in a ~~variable~~ outdoor environment such as all weather conditions, all noise levels, hazardous conditions and upon the full range of outdoor work surfaces. ~~The frequent use of protective clothing and/or personal devices may be required.~~ The use of PPE (Personal Protective Equipment and/or personal protective devices) is required. May require driving of automobiles/vans/trucks.

Equal Employment Opportunity

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"A" Group Position Description

Date
~~October 1, 1992~~
 Xx/xx/xxxx

Title
 Wireman Foreman

Group
 Substation Relay
 Operations

Approval
 Manager, Labor Relations

Reports To:

Duties: Plan and direct the work of substation employees in a safe and expeditious manner consistent with Puget Sound Energy Practices and safety regulation. Be responsible for: completing work in a safe and proficient manner; the general condition of tools and equipment; time reporting for the entire crew; the receipt and return of material with proper forms through stores; and other reports as required. Perform similar and incidental duties as required. Work as a wireman as assigned.

This position responds to emergencies and callouts, and contains some irregular work schedules and overtime hours to support 24-hour operations.

Qualification Requirements:

~~The Applicant must have at least five (5) years' experience as a Substation Wireman and at least two (2) years with the Company. Must have a thorough knowledge of the fundamentals of electricity required in substation construction and maintenance work, and have ability to use tools including necessary computer skills and equipment of the trade. Must know materials used in substation construction and maintenance. Must be knowledgeable and comply with all Company standards, policies, practices and procedures, and State and Federal safety regulations as they pertain to the job. Must possess or obtain, within 30 days of selection, a valid First Aid, CPR and AED Certificate. Must have the ability to communicate effectively with Company personnel, Service Providers, Contractors, other utilities, State and Federal Agencies, and the public. Must have a working knowledge of accounting system as applied to such work. Must have a thorough knowledge of the Company Standard Practices.~~ Must have the ability to perform and direct the work of others, to read and interpret work sketches, plans, etc. Must have working knowledge of all safety regulations. ~~and must possess a First Aid Certificate.~~ Must have at least two (2) years' experience as a ~~journeyman w~~Substation Wireman on the Company substations' crews. Must possess a valid driver's license. This position requires the applicant to have and maintain a current Commercial Driver's License (CDL) including the necessary endorsements and removal of the air brake restriction. Due to the advanced technical skills required of this position, its leadership role, and the other communications skills and abilities required, this position will be filled under Article 2.23 of the CBA.

Job Conditions and Physical Efforts:

The duties and responsibilities are performed in an outdoor environment. The position generally involves occasional sitting, frequent standing, frequent walking, moderate to heavy lifting, moderate carrying, frequent bending, reaching, kneeling, twisting, balancing and climbing, frequent operation of light equipment, tools and machinery and occasional operation of heavy equipment, ~~and machinery,~~ and the frequent use of computers and Smart devices.

Performance of the position generally requires working in a ~~variable~~ outdoor environment such as all weather conditions, all noise levels, hazardous conditions and

upon the full range of outdoor work surfaces. ~~The frequent use of protective clothing and/or personal devices may be required.~~ The use of PPE (Personal Protective Equipment and/or personal protective devices) is required. May require driving of Company automobiles/vans/trucks.

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B Group Job Descriptions



"B" Group Position Description

Date
~~Oct. 17, 2007~~
 Xx/xx/xxxx

Title Engineering Mapping Electric GIS Technician 1	Group Engineering Planning
Basic Function Perform <u>electric</u> mapping and drafting that is predominantly simple-to-medium complex in nature, and data and records entry, retrieval, verification and correction. Provide support for the planning, design, construction operation and maintenance of energy- <u>electric</u> facilities.	Grade

Approval

Manager Labor Relations

Reports To:	Supervisor Mapping Electric GIS Supervisor
Supervises:	No one.
Specific Duties and Responsibilities:	<p>Create, update and maintain <u>electric</u> maps by <u>GIS</u>, CAD or similar software or by manual drafting in accordance with standards, guidelines and practices; mapping jobs and revisions shall be predominantly simple-to-medium complexity in nature. Retrieve, research, analyze and interpret maps, as-builts, records and engineering documents as needed. Identify and resolve missing, wrong or conflicting information on construction records and maps and in related data. <u>Utilize the Circuit Builder Tool within GIS.</u> Assist with routine and special mapping, data entry and clerical duties. Check simple mapping, drafting and data entry work done by others. Assist with field verification for maintaining maps and plant records. Assist with training. Demonstrate effective written and verbal communications skills. Perform all duties and functions in a timely, accurate, efficient and productive manner. <u>Must reach and maintain 98% mapping accuracy by end of third year and meet EGT 1 Productivity Standards.</u> Make decisions with limited information. Support emergency operations. Must be knowledgeable of and comply with all company standards, policies and practices, <u>Electric Design Standards, Electric Distribution Line Construction Standards</u> and state and federal safety regulations as they all pertain to the job. Operate all necessary equipment and systems. Perform similar and incidental duties as assigned.</p>
Education:	Requires high school diploma or GED. Requires minimum 4 2-year certificate in <u>GIS</u> , CAD or similar program, or equivalent work experience. Requires successful completion of course work in basic physics and mathematics. Requires a valid driver's license.
Requirements:	1-year utility-related GIS/ CAD drafting or mapping experience preferred. Must successfully pass the Engineering Mapping Technician suitability test prior to hiring.
Responsibility:	As described.
Supervision:	The position is not responsible for supervising or leading other persons.
External Contacts:	The position has minimal contact with customers, contractors, other utilities, vendors and government agencies.
Job Conditions and Physical Efforts:	The duties are generally performed in an office environment. The position involves sitting and repetitive use of PC mouse and keyboard. The position will also involve walking,

standing, light to moderate lifting, carrying, bending, reaching, kneeling, twisting, balancing, climbing, and equipment and machinery operation. May require irregular work schedule, shifts and overtime hours. The environmental conditions include ambient inside temperature, lighting and noise levels. Performance of the position requires work in varied environments such as inclement weather, loud noise, hazardous conditions and on varied outdoor work surfaces such as mud, ice, slopes, hills, etc. Requires driving company vehicles. The occasional use of protective clothing and/or safety devices may be required. Position requires performing computer operations involving near vision and color discrimination abilities, as well as the ability to consistently and accurately distinguish numeric and alpha information.

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Opportunity**

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"B" Group Position Description

Date
~~Oct. 17, 2007~~
~~Xx/xx/xxxx~~

Title

~~Engineering Mapping~~ **GAS GIS** Technician 1

Group
Engineering
Planning

Basic Function

Perform gas mapping and drafting that is predominantly simple-to-medium complex in nature, and data and records entry, retrieval, verification and correction. Provide support for the planning, design, construction operation and maintenance of ~~energy-gas~~ facilities.

Grade
89

Approval

Manager Labor Relations

Reports To: ~~Supervisor Mapping~~ **Gas GIS Supervisor**

Supervises: No one.

Specific Duties and Responsibilities:

Create, update and maintain maps by GIS, CAD or similar software or by manual drafting in accordance with standards, guidelines and practices; mapping jobs and revisions shall be predominantly simple-to-medium complexity in nature. Retrieve, research, analyze and interpret maps, as-builts, records and engineering documents as needed. Identify and resolve missing, wrong or conflicting information on construction records and maps and in related data. Assist with routine and special mapping, data entry and clerical duties. Check simple mapping, drafting and data entry work done by others. Assist with field verification for maintaining maps and plant records. Assist with training. Demonstrate effective written and verbal communications skills. Perform all duties and functions in a timely, accurate, efficient and productive manner. Must reach and maintain 98% mapping accuracy by end of third year and meet GGT 1 Productivity Standards. Make decisions with limited information. Support emergency operations. Must be knowledgeable of and comply with all company standards, policies and practices, Gas Operating Standards, Gas Field Procedures, and state and federal safety regulations as they all pertain to the job. Operate all necessary equipment and systems. Perform similar and incidental duties as assigned.

Education: Requires high school diploma or GED. Requires minimum ~~42~~-year certificate in GIS, CAD or similar program, or equivalent work experience. Requires successful completion of course work in basic physics and mathematics. Requires a valid driver's license.

Requirements: 1-year ~~utility-related-GIS~~; CAD drafting or mapping experience preferred. ~~Must successfully pass the Engineering Mapping Technician suitability test prior to hiring.~~

Responsibility: As described.

Supervision: The position is not responsible for supervising or leading other persons.

External Contacts: The position has minimal contact with customers, contractors, other utilities, vendors and government agencies.

Job Conditions and Physical Efforts:

The duties are generally performed in an office environment. The position involves sitting and repetitive use of PC mouse and keyboard. The position will also involve walking, standing, light to moderate lifting, carrying, bending, reaching, kneeling, twisting,

balancing, climbing, and equipment and machinery operation. May require irregular work schedule, shifts and overtime hours. The environmental conditions include ambient inside temperature, lighting and noise levels. Performance of the position requires work in varied environments such as inclement weather, loud noise, hazardous conditions and on varied outdoor work surfaces such as mud, ice, slopes, hills, etc. Requires driving company vehicles. The occasional use of protective clothing and/or safety devices may be required. Position requires performing computer operations involving near vision and color discrimination abilities, as well as the ability to consistently and accurately distinguish numeric and alpha information.

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"B" Group Position Description

Date
Oct. 17, 2007
Xx/xx/xxxx

Title <u>Engineering Mapping Electric GIS Technician 2</u>	Group Engineering Planning
Basic Function Perform <u>electric</u> mapping and drafting that includes the most complex work, and data and records entry, retrieval, verification and correction. Provide support for the planning, design, construction, operation and maintenance of energy <u>electric</u> facilities. Take responsibility for department projects and for training others.	Grade <u>4011</u>

Approval

Manager Labor Relations

Reports To: Supervisor Mapping ~~Electric GIS~~ Supervisor

Supervises: No one.

Specific Duties and Responsibilities: Create, update and maintain electric maps by GIS, CAD or similar software or by manual drafting in accordance with standards, guidelines and practices; mapping all types of jobs and revisions, including the most complex ones. Check all types of mapping, drafting and data entry work done by others. Advanced ability to retrieve, research, analyze and interpret maps, as-builts, records and engineering documents as needed. Identify and resolve missing, wrong or conflicting information on construction records and maps, and in related data. Utilize the Circuit Builder Tool, Query Builder, Internals and install Pre-construction work within GIS. Conduct field verifications for maintaining electric maps and plant records. Organize and complete projects requiring a high level of computer and mapping skill. Support PSE's conflict avoidance program. Plan, lead and assist with routine and special mapping, data entry and clerical projects. Prepare and conduct training. Demonstrate effective written and verbal communications skills. Perform all duties and functions in a timely, accurate, efficient and productive manner. Maintain 98% mapping accuracy and reach 100% by end of second year and meet EGT 2 productivity standards. Make decisions with limited information. Knowledgeable of all interfacing IT systems within GIS. Support emergency operations. Must be knowledgeable of and comply with all company standards, policies and practices, Electric Design Standards, Electric Distribution Line Construction Standards, and state and federal safety regulations as they all pertain to the job. Operate all necessary equipment and systems. Perform similar and incidental duties as assigned.

Education: Requires high school diploma or GED. Requires minimum +2-year certificate in GIS, CAD or similar program, or equivalent work experience. Requires successful completion of course work in basic physics and mathematics. Requires successful completion of Advanced Level Microsoft Excel and Word training. Requires a valid driver's license.

Experience: Minimum thirty-six (36) months in Engineering Mapping ~~Electric GIS~~ Technician-1 position. Must meet requirements for Engineering Mapping ~~Electric GIS~~ Technician -1 productivity and accuracy. Must pass PSE's tests for entry level Engineering Mapping ~~Electric GIS~~ Technician -2 knowledge and skills. Must complete PSE Electric Utility Industry course.

Responsibility: As described.

Supervision: Needs little to no guidance or instruction in doing routine tasks and often provides guidance and instruction for others. Leads small groups of co-workers on special projects.

External Contacts:

The position can require routine contact with PSE and Service Provider employees, and occasional contact with outside organizations such as customers, contractors, utilities, vendors and government agencies.

Job Conditions and Physical Efforts:

The duties are generally performed in an office environment. The position involves sitting and repetitive use of PC mouse and keyboard. The position will also involve walking, standing, light to moderate lifting, carrying, bending, reaching kneeling, twisting, balancing, climbing, and equipment and machinery operation. May require irregular work schedule, shifts and overtime hours. The environmental conditions include ambient inside temperature, lighting and noise levels. Performance of the position requires work in varied environments such as inclement weather, loud noise, hazardous conditions and on varied outdoor work surfaces such as mud, ice, slopes, hills, etc. Requires driving company vehicles. The occasional use of protective clothing and/or safety devices may be required. Position requires performing computer operations involving near vision and color discrimination abilities, as well as the ability to consistently and accurately distinguish numeric and alpha information.

Equal Employment Opportunity

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“B” Group Position Description

Date
Oct. 17, 2007
Xx/xx/xxxx

Title	Group
Engineering Mapping <u>GAS GIS</u> Technician 2	Engineering Planning
Basic Function	Grade
Perform gas mapping and drafting that includes the most complex work, and data and records entry, retrieval, verification and correction. Provide support for the planning, design, construction, operation and maintenance of energy gas facilities. Take responsibility for department projects and for training others.	<u>4011</u>

Approval

Manager Labor Relations

Reports To: ~~Supervisor Mapping~~ **Gas GIS Supervisor**

Supervises: No one.

Specific Duties and Responsibilities: Create, update and maintain maps by **GIS**, CAD or similar software or by manual drafting in accordance with standards, guidelines and practices; mapping all types of jobs and revisions, including the most complex ones. Check all types of mapping, drafting and data entry work done by others. Advanced ability to retrieve, research, analyze and interpret maps, as-builts, records and engineering documents as needed. Identify and resolve missing, wrong or conflicting information on construction records and maps, and in related data. Utilize Gas Outage Manager, Internal World, Query builder and CP Manager Tools within the GIS. Conduct field verifications for maintaining maps and plant records. Organize and complete projects requiring a high level of computer and mapping skill. Support PSE’s conflict avoidance program. Plan, lead and assist with routine and special mapping, data entry and clerical projects. Prepare and conduct training. Demonstrate effective written and verbal communications skills. Perform all duties and functions in a timely, accurate, efficient and productive manner. Must maintain 98% mapping accuracy and reach 100% accuracy by end of second year and meet GGT 2 productivity standards. Make decisions with limited information. Knowledgeable of all interfacing IT systems within GIS. Support emergency operations. Must be knowledgeable of and comply with all company standards, policies and practices, Gas Operating Standards, Gas Field Procedures, GIS to SynerGEE requirements, and state and federal safety regulations as they all pertain to the job. Operate all necessary equipment and systems. Perform similar and incidental duties as assigned.

Education: Requires high school diploma or GED. Requires minimum ~~1~~**2**-year certificate in **GIS**, CAD or similar program, or equivalent work experience. Requires successful completion of course work in basic physics and mathematics. Requires successful completion of Advanced Level Microsoft Excel and Word training. Requires a valid driver’s license.

Experience: Minimum thirty-six (36) months in ~~Engineering Mapping~~ **Gas GIS** Technician-1 position. Must meet requirements for ~~Engineering Mapping~~ **Gas GIS** Technician -1 productivity and accuracy. Must pass PSE’s tests for entry level ~~Engineering Mapping~~ **Gas GIS** Technician -2 knowledge and skills. Must complete PSE Gas Utility Industry course.

Responsibility: As described.

Supervision: Needs little to no guidance or instruction in doing routine tasks and often provides guidance and instruction for others. Leads small groups of co-workers on special projects.

External Contacts:

The position can require routine contact with PSE and Service Provider employees, and occasional contact with outside organizations such as customers, contractors, utilities, vendors and government agencies.

Job Conditions and Physical Efforts:

The duties are generally performed in an office environment. The position involves sitting and repetitive use of PC mouse and keyboard. The position will also involve walking, standing, light to moderate lifting, carrying, bending, reaching kneeling, twisting, balancing, climbing, and equipment and machinery operation. May require irregular work schedule, shifts and overtime hours. The environmental conditions include ambient inside temperature, lighting and noise levels. Performance of the position requires work in varied environments such as inclement weather, loud noise, hazardous conditions and on varied outdoor work surfaces such as mud, ice, slopes, hills, etc. Requires driving company vehicles. The occasional use of protective clothing and/or safety devices may be required. Position requires performing computer operations involving near vision and color discrimination abilities, as well as the ability to consistently and accurately distinguish numeric and alpha information.

Equal Employment Opportunity

PSE is an Equal Employment Opportunity employer. It complies with all applicable federal, state and local employment laws



"B" Group Position Description

Date
Oct. 17, 2007
Xx/xx/xxxx

<p>Title</p> <p>Engineering Mapping <u>Electric GIS</u> Technician 3</p>	<p>Group</p> <p>Engineering Planning</p>
<p>Basic Function</p> <p>Perform lead duties in Maps, Records and Technology for <u>Electric</u> mapping activities including managing work flow, reporting, quality assurance, training and mentoring of employees. Provide a high level of technical expertise. Perform assigned duties in the absence of a supervisor.</p>	<p>Grade</p> <p><u>1213</u></p>

Approval

Manager Labor Relations

Reports To: Supervisor of Mapping Electric GIS Supervisor

Supervises: The position is not responsible for supervising other persons, only performing assigned duties in the absence of the supervisor. It is responsible for the leading and training of the work of the Engineering Mapping Electric GIS Technicians 1 and 2 as it relates to electric mapping and other duties.

Specific Duties and Responsibilities: Assign work to Engineering Mapping Electric GIS Technicians 1 and 2 and coordinate work flow. Monitor productivity and accuracy of Engineering Mapping Electric GIS Technicians 1 and 2 to determine if expectations are being met and where improvements need to be made. Provide quality assurance on mapping processes by recommending process and system improvements and assisting in the implementation. Identify, develop and coordinate delivery of training as needed. Provide a high level of technical expertise in support of department activities. Create, update and maintain maps by GIS, CAD or similar software, or by manual drafting, in accordance with standards, guidelines and practices; mapping all types of jobs and revisions, including the most complex ones. Utilize the Circuit Builder Tool, Query Builder, Internals and install Pre-construction work within GIS. Check all types of mapping, drafting and data entry work done by others. Demonstrate effective written and verbal communications skills. Perform all duties and functions in a timely, accurate, efficient and productive manner. Make decisions with limited information. Knowledgeable of all interfacing IT systems within GIS. Support emergency operations. Must be knowledgeable of and comply with all company standards, policies and practices, Electric Design Standards, Electric Distribution Line Construction Standards, and state and federal safety regulations as they all pertain to the job. Operate all necessary equipment and systems. Perform similar and incidental duties as assigned.

Education: Requires: Equivalent of two full-time years of college or vocational schooling; minimum 12-year certificate in GIS, CAD or similar program, or equivalent work experience; successful completion of course work in business writing, basic physics and mathematics. Requires successful completion of Advanced Level Microsoft Excel and Word training. Successful completion of Leading with Influence courses or equivalent. Requires a valid driver's license.

Preferred: four year college degree in related field.

Experience: Must be an Engineering Mapping Minimum twenty-four (24) months as a top step Electric GIS Technician 2 to be a candidate for Engineering Mapping Electric GIS

Technician 3.

Responsibility:

As described.

Supervision:

Works predominantly without direct guidance on both routine tasks, and on complex and non-routine tasks. Leads small groups of co-workers on special projects.

External Contacts:

The position can require routine contact with PSE and Service Provider employees, and occasional contact with outside organizations such as customers, contractors, utilities, vendors and government agencies.

Job Conditions and Physical Efforts:

The duties are ~~generally~~ generally performed in an office environment. The position involves sitting and repetitive use of PC mouse and keyboard. The position will also involve walking, standing, light to moderate lifting, carrying, bending, reaching kneeling, twisting, balancing, climbing, and equipment and machinery operation. May require irregular work schedule, shifts and overtime hours. The environmental conditions include ambient inside temperature, lighting and noise levels. Performance of the position requires work in varied environments such as inclement weather, loud noise, hazardous conditions and on varied outdoor work surfaces such as mud, ice, slopes, hills, etc. Requires driving company vehicles. The occasional use of protective clothing and/or safety devices may be required. Position requires performing computer operations involving near vision and color discrimination abilities, as well as the ability to consistently and accurately distinguish numeric and alpha information.

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"B" Group Position Description

Date
Oct. 17, 2007
Xx/xx/xxxx

Title <u>Engineering Mapping- Gas GIS Technician 3</u>	Group Engineering Planning
Basic Function Perform lead duties in Maps, Records and Technology for <u>gas</u> mapping activities including managing work flow, reporting, quality assurance, training and mentoring of employees. Provide a high level of technical expertise. Perform assigned duties in the absence of a supervisor.	Grade <u>4213</u>

Approval

Manager Labor Relations

Reports To: Supervisor of Mapping- Gas GIS Supervisor

Supervises: The position is not responsible for supervising other persons, only performing assigned duties in the absence of the supervisor. It is responsible for the leading and training of the work of the Engineering Mapping- Gas GIS Technicians 1 and 2 as it relates to mapping and other duties.

Specific Duties and Responsibilities: Assign work to Engineering Mapping- Gas GIS Technicians 1 and 2 and coordinate work flow. Monitor productivity and accuracy of Engineering Mapping- Gas GIS Technicians 1 and 2 to determine if expectations are being met and where improvements need to be made. Provide quality assurance on mapping processes by recommending process and system improvements and assisting in the implementation. Identify, develop and coordinate delivery of training as needed. Provide a high level of technical expertise in support of department activities. Create, update and maintain maps by GIS, CAD or similar software, or by manual drafting, in accordance with standards, guidelines and practices; mapping all types of jobs and revisions, including the most complex ones. Check all types of mapping, drafting and data entry work done by others. Utilize Gas Outage Manager, Internal World and CP Manager Tools within the GIS. Demonstrate effective written and verbal communications skills. Perform all duties and functions in a timely, accurate, efficient and productive manner. Make decisions with limited information. Knowledgeable of all interfacing IT systems within GIS. Support emergency operations. Must be knowledgeable of and comply with all company standards, policies and practices, Gas Operating Standards, Gas Field Procedures, and state and federal safety regulations as they all pertain to the job. Operate all necessary equipment and systems. Perform similar and incidental duties as assigned.

Education: Requires: Equivalent of two full-time years of college or vocational schooling; minimum +2-year certificate in GIS, CAD or similar program, or equivalent work experience; successful completion of course work in basic physics, business writing and mathematics. Requires successful completion of Advanced Level Microsoft Excel and Word training. Successful completion of Leading with Influence courses or equivalent. Requires a valid driver's license.

Preferred: four year college degree in related field.

Experience: Must be an Engineering Mapping- Minimum twenty-four (24) months as a top step Gas GIS Technician 2 to be a candidate for Engineering Mapping- Gas GIS Technician 3.

Responsibility: As described.

Supervision: Works predominantly without direct guidance on both routine tasks, and on complex and non-routine tasks. Leads small groups of co-workers on special projects.

External Contacts: The position can require routine contact with PSE and Service Provider employees, and occasional contact with outside organizations such as customers, contractors, utilities, vendors and government agencies.

Job Conditions and Physical Efforts: The duties are ~~generally~~ **generally** performed in an office environment. The position involves sitting and repetitive use of PC mouse and keyboard. The position will also involve walking, standing, light to moderate lifting, carrying, bending, reaching kneeling, twisting, balancing, climbing, and equipment and machinery operation. May require irregular work schedule, shifts and overtime hours. The environmental conditions include ambient inside temperature, lighting and noise levels. Performance of the position requires work in varied environments such as inclement weather, loud noise, hazardous conditions and on varied outdoor work surfaces such as mud, ice, slopes, hills, etc. Requires driving company vehicles. The occasional use of protective clothing and/or safety devices may be required. Position requires performing computer operations involving near vision and color discrimination abilities, as well as the ability to consistently and accurately distinguish numeric and alpha information.

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