



## POSITION DESCRIPTION

POSITION: GAS DIVISION  
STATION OPERATOR  
POSTING DATE: March 6, 2018

Submit Resume to [HR@mged.com](mailto:HR@mged.com)  
Include "Gas Division Station Operator Posting" in title

### QUALIFICATIONS:

- Associates Degree and two years work experience..
- Valid Massachusetts Drivers License.
- Familiarity with the geographic area served by MGED and the ability to read digitized maps and understand operating pressures of distribution system.
- Excellent verbal skills on all communication equipment including phone system, cell phones and dispatch radio for communications with internal and external customers.
- Must possess strong data entry, organizational and computer skills.
- Requires physical strength and coordination .
- Must be available to cover shifts on weekends, overnights and holidays.
- Must pass Bi-Annual CPR and First Aid Training/Testing.
- Must attend Fire Academy and pass all performance tests including LNG/LP Safety & Emergency Response Training (Employment contingent on successful completion).
- Must be able to pass Northeast gas Association (NGA) Operator Qualification tasks: 70 - Properties of Natural Gas & Abnormal Operating Conditions; 38 – Starting Up and Shutting Down any part of a pipeline that could affect the Maximum Allowable Operating Pressure (MAOP); 59 & 60 – Controlling and Monitoring Gas Pressures and Flows  
(Three failed attempts within the probationary year would lead to termination of employment)

RESPONSIBILITIES: Under the direction of the Gas Division Managers or her/his designee, the Gas Division Station Operator is responsible for the following:

- Assist with the preparation of reports for compliance and accounting including inventory control, payroll, meter registration, work orders, emissions factors tracking, etc.
- Perform daily and periodic safety and security checks at Gas Division facilities.
- Assist with unloading Liquefied Natural Gas (LNG) deliveries.
- Operate LNG facility for peak shaving.
- Perform all regular and emergency operating procedures.
- Record meter and instrument readings.
- Dispatch gas personnel and enter information from customers in the Work Order/Outage Management/GIS System.
- Assist with records digitization and assist with data interpretation.
- Generate, disseminate and file reports for past gas day and prep work station for the new day.
- Operate/Monitor Supervisory Control and Data Acquisition System. (SCADA).
- Monitor alarms and digital video feed of cameras at MGED secured facilities.
- Cover alternate shifts for peak shaving coverage and/or critical conditions as needed.
- Perform any other work assigned by the Gas Division Managers or his/her representative.

Applications are available at MGED, 32 South Main St., Middleborough, MA 02346. Please return applications to Att: Dave Shaw

*Middleborough Gas & Electric Department serves approximately 15,000 electric customers and 5,000 natural gas customers in the Massachusetts towns of Middleborough and Lakeville and is an Equal Opportunity Employer.*