



<b>Job Title:</b>	MEASUREMENT TECHNICIAN I	<b>Department:</b>	Great Plains South Measurement
<b>Location (City &amp; State):</b>	Colby, KS	<b>Business Unit:</b>	RC-3325
<b>Reports To (Job Title):</b>	Keith Frank, Measurement Supervisor	<b>Band or Level (Fixed Rate):</b>	FIXED RATE
<b>Date Created:</b>	06/05/2019	<b>FLSA Status:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>Approved by:</b>	Dave Gleason		

**JOB RESPONSIBILITIES:**

**Primary purpose:**

Responsible for the **Installation, Maintenance, and Accuracy of Natural Gas Measurement and Control Facilities.**

This includes Flow Computers, Natural Gas Chromatographs, Contaminant Analyzers, SCADA Equipment (Supervisory Control and Data Acquisition), Pressure Regulators, Transducers, Electronic and Pneumatic Controllers, Relief Valves, Ultrasonic meters, Rotary Meters, Turbine Meters, and Valves. Perform audits of custody transfer and control data. Frequent use of laptop computer with various proprietary software applications to test and calibrate equipment. Required to respond to after hour "Call Outs" due to equipment and/or operational problems and must be willing to work overtime on an as needed basis.

**Essential duties and responsibilities:**

- Must be a Self-Starter and Highly Motivated.
- Must be able to Install, maintain & operate, measurement equipment.
- Must be able to work in extreme weather conditions and with minimal direct supervision.
- Must be available for and provide emergency response after regular business hours which requires carrying a personal cell phone.
- Must be proficient in computer software applications including Microsoft Office (Word, Excel, Windows XP and Windows 7) along with proprietary software from various manufacturers and be able to manipulate large spreadsheets and databases.
- Perform all work in compliance with Company Standards, Procedures, and Regulatory and Tariff Requirements.
- Perform audits of custody transfer and control data when necessary.
- Participate in federal inspections.
- Complete appropriate documentation and paperwork.
- Maintain a high regard for personal safety, for the safety of company assets and employees, contractors and the general public and actively support the company safety program.
- Assess all facets of assigned facilities to ensure accurate measurement while maintaining the company "Lost and Unaccounted For" gas with a high degree of ownership within the established corporate goals.
- Detect measurement errors and correct volumes as needed and provide supporting documentation.
- Monitor assigned area measurement system, ensure all corrections and proper qualities are applied.
- Interpret and apply electrical and electronic schematics pertaining to EFM (Electronic Flow Measurement) and measurement electronics.
- Oversee the construction and/or maintenance activities performed by third parties.
- Ability to troubleshoot pneumatic, electronic, and electrical equipment and controls.
- Ability to perform basic mechanical work associated with natural gas facilities.
- Identify, report and correct safety and environmental concerns.
- Responsible for the general upkeep and maintenance of all facilities and equipment as needed.
- Work performance which strives for operational excellence focusing on safety, compliance, efficiency, environmental awareness and superb technical skills.
- Strong analytical and troubleshooting skills.
- Deal with a wide variety of people with tact, courtesy and professionalism.
- Speak clearly, both in person and by telephone, using a high level of verbal skills and listen carefully.
- Maintain a regular, dependable attendance and a consistently high level of performance.
- Will work non-traditional hours as needed.
- Other daily, weekly, monthly or special project duties as identified and defined.
- Other duties as assigned.

## **JOB REQUIREMENTS:**

### **MINIMUM REQUIREMENTS:**

#### **Education:**

- Associates Degree in a Technical Field or Certificate in a Natural Gas Technician School.
- Relevant work experience that has developed equivalent technical/measurement related skills may be considered in lieu of degree or certificate.

#### **Experience/Specific Knowledge:**

- Experience with mechanical, pneumatic and electronic equipment used in gas measurement and control.
- Knowledge using electronic test instruments, basic electrical tools, and general hand tools.
- Ability to troubleshoot pneumatic, electronic, and electrical equipment and controls.
- Knowledge and experience with safe handling practices of products (gas and liquids).
- Familiarity of Natural Gas Chromatography.
- Familiarity with AGA, API, and GPA measurement standards.
- Familiarity with DOT regulations.
- Good record of safe work practices.
- Intermediate proficiency level in MS Office applications that may include but are not limited to Excel, Word, Access, PowerPoint and Outlook.
- Basic math skills (addition, subtraction, multiplication, division, fractions, decimals).

#### **Certifications, Licenses & Registrations:**

- Must possess and maintain a valid driver's license and a driving record satisfactory to the company and its insurers (for travel).
- Must be required to achieve and maintain Operator Qualifications as required to perform duties applicable to the job classification.
- Completion of any/all site-specific technical training.

#### **Competencies, Skills & Abilities:**

- Must respond to, and address call outs and emergencies during and after regular business hours including after dark hours, which requires carrying a cellular phone.
- Depending on location and workload, travel will be required.
- Overtime may be required and is anticipated.
- Good verbal and written communication skills.
- Interact directly with our customers and provide a high degree of satisfaction and confidence that accurate measurement is taking place.
- Must be able to perform all essential and marginal functions of the job.
- Must be able to work with individually or with a team, take direction from management, adhere to required work schedules, focus attention on details, and follow work rules.
- Ability to successfully perform multiple tasks with strict deadlines.
- Ability to organize and prioritize daily work.
- **Job Level commensurate with experience and skill sets;** position will be filled depending on qualifications, experience and skill sets of the successful candidate.

#### **Physical Demands:**

All the physical requirements listed below are those that may be necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, standing, walking or moving throughout facility, driving, talking, seeing (*specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus*), hearing, feeling, bending or stooping, squatting or crouching, reaching, kneeling, pushing, pulling, lifting up to 50 lbs.
- Minimal safety hazards and general office working conditions.
- Must be able to sit for prolonged periods of time.
- The employee is regularly required to use hands to type, touch, handle, or feel. The employee is required to talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk and climb or balance. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Physical requirements include but may not be limited to; climbing to and working from elevated platforms, excavated areas, safely negotiating ladders, stairs, uneven surfaces and walkways, etc.
- Will be required to maneuver 100-pound products with the assistance of safety devices such as bottle carts or hand carts.
- May work in low-lit areas

**Working Conditions:**

- Position will be filled in Colby, Kansas.
- Must reside within 30 miles of the work location.
- Required to work outside in ALL environmental conditions.
- Required to carry a cell phone, and be available to respond during Working and Non-Working hours.
- The successful candidate will be required to clear a drug screen and a complete background check, including credit report for certain positions, after an offer has been extended and prior to being employed.

**Supervisory Responsibility:**

- None

**PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS, COMPETENCIES, SKILLS, & ABILITIES:**

*Above the minimum requirements; not required but advantageous in this position:*

- Experience with Electronic Flow Measurement Computers, Natural Gas Chromatographs, Gas Quality Analyzers, SCADA equipment, Electronic and Pneumatic Controllers, Regulators, OPP, Relief Valves and Transducers.
- Experience with computer interface software, networking, and data file management.
- Working Knowledge of the overall natural gas industry pipelines, compression and peripheral equipment.
- Working Knowledge of AGA, API, and GPA standards.
- Working Knowledge of National Electrical Code philosophies and installation requirements.

**Other responsibilities:**

The above statements describe the general nature and level of work being performed. This position will perform other duties as assigned.

Tallgrass Energy Partners, LP is an equal opportunity employer. Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, citizenship status, marital status, medical condition, physical or mental disability or any other legally protected status. EOE/M/F/D/V