

MOUNTAIN STATES LINE CONSTRUCTORS  
Joint Apprenticeship and Training Committee



# **GAS TECHNICIAN OPERATOR GENERAL POLICY STATEMENT**

*November 2023*

## **Basic Principles**

It is the sincere desire of the Mountain States Line Constructors Joint Apprenticeship and Training Committee (JATC) to present an up-to-date and adequate program of training for all enrolled participants in order that they might receive the proper training required to perform the work of their trade. The JATC operates the Training Program with the thought in mind that the Trainees who are being trained today are to become the journeymen of tomorrow. To promote a smoother operating program and for matters of clarification, the JATC therefore sets forth the following policies and rules, which must be observed by each Trainee in the Training Program.

It is the policy of the JATC to conform to Title 29 CFR. Part 30. We have adopted an "open door" policy of applications and notification of Training opportunities, adopted and inserted where proper a non-discrimination clause, and adopted a selection procedure based on valid, proven minimum qualifications, plus oral interview to assure that entry into the Training Program shall be on a basis of qualifications alone, without regard to race, color, religion, national origin or sex.

## **Responsibility and Authority**

The JATC is delegated the full responsibility and authority for the selection, qualification, education, training, evaluation, certification, and the supervision of all Trainees as well as all other matters regarding Trainees and/or Training Program.

## **Director**

The Director shall act for, and under the direction of the JATC, in the administration of the Training Program.

At the discretion of the Director, Trainees will be required to appear for a performance review.

## **Selection Process**

The selection, employment and training of Trainees shall be without discrimination because of race, color, religion, national origin, sex, or age.

Applicants must be at least eighteen (18) years of age.

Applicants must fill out the online application and pay an application fee.

Applicants will be added to the eligibility list once their application is completed. Trainee selection will be from the top of the eligibility list unless they are working for a contractor.

If the individual is not currently working for a member Contractor, they will be called out as "Gas Groundman" until they have satisfied the Probationary Period.

There is no "open enrollment" for the Training Program. A Trainee is appointed to the program by one of our signatory union contractors or by IBEW Local Unions (44, 532, 768).

Applicants have 30 days after their application has been processed to sign the Gas Groundman Books at one of these IBEW Local Union (44, 532, 768). Failing to do so, their application will be closed.

Refusal to accept placement as a Trainee will be reason for dropping the applicant from the eligibility list.

## **Waiting Period**

There will be a one (1) year waiting period before an individual can reapply after turning down a job assignment or after quitting the Training Program.

## **Probationary Period**

Individuals must work a minimum of two (2) months in the trade before enrollment into the Training Program. This timeframe is considered an on-the-job interview and probationary period. Hours worked performing gas related tasks will be credited toward OJT. A max of 2 months will be credited for advancement.

## **Termination of Employment**

Trainees shall not terminate themselves from any place of employment. This action will be subject to immediate suspension.

Trainees requesting time away from their place of employment, for any reason, must obtain approval from the Employer, the area Local Union and the Director prior to leaving the job.

Upon termination of employment, the Trainee shall notify the Director, immediately.

## **Cancellation from the Training Program**

The Subcommittee may cancel the Trainee and remove the Trainee from the Training Program for cause. Such removal by the JATC shall cancel their classification of Trainee and the opportunity to complete the Training Program.

Should the Trainee quit or be terminated, the Trainee shall appear before the Subcommittee for an evaluation including possible recommendation of cancellation from the Training Program.

If cancellation is the recommendation, the Trainee may appeal the decision rendered by the Subcommittee. In order to be heard by the Five State Committee, appeals must be filed in writing or by email within thirty (30) days of the cancellation date.

## **Job Evaluation Reports**

Each Trainee is responsible for submitting a monthly Job Evaluation Report to be approved by their Foreman or Journeyman with whom the Trainee worked with. Job Evaluation Reports are submitted once a month after the Monthly Work Report is completed by entering the correct email address provided by their Foreman or Journeyman. The JATC may contact the Trainee's Foreman or Journeyman for more information if necessary.

If any Trainee misuses or fails to have the proper person complete the online form, the Trainee shall be subject to disciplinary action.

## **Monthly Work Report**

Every Trainee must submit a Monthly Work Report regardless of current working status. Work Reports are due by the 1<sup>st</sup> day of the following month, no later than the 5<sup>th</sup>.

Work Reports include the type of work being performed and how those hours were spent for each day worked. The Trainee's crew foreman or job supervisor shall approve each Work Report.

If there are ANY working hours to report in a calendar month, whether employed or not, must submit a Monthly Work Report to a supervisors email address to be evaluated.

If there are ZERO working hours in a calendar month, whether employed or not, must submit a Monthly Work Report and choose unemployed reason.

No credit will be given for Monthly Work Reports submitted online after the 5th day of each month. Late reports will not be used to calculate future advancements. Incomplete Work Reports may be treated the same as late reports at the discretion of the Director. Excessive late reports may be cause for cancellation.

### **Step Requirements for Advancement**

Pay on advancement will become effective on the pay period following receipt of the advancement notice from the Training Office. A Trainee must meet the following minimum requirements by the 5<sup>th</sup> of the month to advance:

1. Must accrue both 6 months' time and 500 hours of on-the-job training to be eligible for advancement in step. Accumulative hours may be used, at the discretion of the Director.
2. Maintain a Class A Commercial Driver's License.
  - **NOTE:** All new Trainees will be expected to obtain a Class A CDL within their first 6 months of admittance into the Training Program.
3. Must be current on certifications: CDL, First Aid, CPR, and DOT Medical Examiner's Certificate.
4. Achieve an 80% passing grade on all required: online material, classroom trainings, written and practical examinations.
5. All computer-based training completed within Step coursework requirements.
6. All fees paid to the JATC.

A Trainee is not eligible to advance if the status is one of the following: Terminated, Suspended, Quit, Military Duty, Light Duty, Medical Hold, or Personal Leave Hold.

Advancements will be reviewed by the Subcommittee.

### **Wages**

Gas Technician Operator Trainees shall receive wages as outlined in the Montana Statewide Line Construction Agreement. Percentages shall be based on URD Tech Gas wages:

Trainee Step 1	70%
Trainee Step 2	75%
Trainee Step 3	80%
Trainee Step 4	90%

### **Related Training: Online Coursework**

Each Trainee shall complete the online coursework requirements identified in the Mountain States Line Constructors JATC Gas Technician Operator Training Program Step Document (STEP DOCUMENT), as scheduled by the Director. Coursework assignments shall be completed prior to testing. Each article of coursework will be graded on a percentage basis with the stipulation that all articles must be completed to

post a satisfactory grade. A Trainee must receive a satisfactory grade (80% or higher) on required coursework to be eligible for advancement. Anyone verifiably caught cheating may be canceled.

### **Related Training: Tests / Exams**

The Trainee will complete written and practical tests identified in the Step Document, as scheduled by the Director, with a grade of 80% or higher.

Trainee's not achieving an 80% on required assessments may be requested to appear before a Subcommittee for a Performance Review. At the discretion of the Subcommittee, a Trainee posting a score or scores under 80% may be allowed to retake the training exam. The re-taken assessments/exams will be reflected in the Trainees' progress.

### **Related Training: Step Requirements**

Each Trainee shall satisfactorily complete step requirements identified in the Step Document, as scheduled by the Director.

Anyone failing to achieve expected progress, including but not limited to required training, assessments, grades, and hours will appear before the Subcommittee. The Subcommittee will determine corrective action for the Trainee including possible recommendation of cancellation from the Training Program. If cancellation is the recommendation, the Trainee may appeal the decision rendered by the Subcommittee. In order to be heard by the Five State Committee, appeals must be filed in writing or by email within thirty (30) days of the cancellation date.

### **Related Training: Classes**

Trainees should attend all required Related Training sessions. Any variance/exemptions will be at the discretion of the Director and/or the Subcommittee.

Acceptable excuses for missing scheduled class sessions are an unavoidable conflict with emergency work and/or a death in the immediate family.

Each unexcused absence will result in no credit for one month of on-the-job training hours. Absenteeism may be cause for cancellation from the Training Program.

### **Training Facilities**

The JATC training facilities are an investment in the utility industry. All facilities and equipment within will be treated with the highest value and respect. Anyone found to be damaging JATC property will be immediately suspended and may be required to attend a Subcommittee meeting for a performance review.

Several work methods will be taught and practiced at the training facilities. All PPE, safe work practices, and safety equipment will be required while training and must be used properly. Violation of safety rules at the training facility will result in disciplinary action, and a possible performance review with the Subcommittee.

### **Completion Requirements**

A Trainee must complete all requirements set forth, as well as satisfactorily complete a minimum of 2 years (24 months) in the Training Program.

Must complete the Final Written Exam with a minimum 80%, as well as satisfactorily completing the

Practical Exam.

Must have a minimum of 2,000 total hours.

Must have completed all related training.

Must have completed training for Competent Person and OSHA 10 ET&D or OSHA 10 Construction.

Must be current on CDL, First Aid, CPR, and DOT Medical Examiner's Certificate.

Upon completion of the Training Program, the Training Office will notify all applicable Locals and Contractors to upgrade the individuals Classification to URD Tech Gas.

## **Certifications**

An apprentice must be current on certifications with the JATC. Expired certifications will result in the loss of one month's credit towards advancement.

- First Aid
- CPR
- CDL
- DOT Medical

## **First Aid and CPR**

Each Trainee must have and maintain a recognized First Aid and CPR Course throughout their Training Program. A copy of the completion certificate is to be forwarded to the Training Office for the Trainee's file. A current First Aid and CPR certificate will be required to be eligible for advancement.

The JATC will recognize the expiration date on the cards issued.

## **CDL Requirement: Further Explained**

Applicants applying to the Training Program must have (or attain said CDL within their first 6 months of admittance into the Training Program) a valid Class A Commercial Driver's License (CDL) with no restrictions on air brakes and transmission type. Permits will not be accepted. Along with proof of a valid Class A CDL, a current copy of DOT Medical Examiner's Certificate must be provided.

A Trainee should possess and maintain a valid CDL for the duration of their Training Program. Any changes to driving status must be reported to the Training Office, immediately. Loss of CDL may be cause for suspension.

Renewed documents must be provided to the Training Office. A current CDL and DOT Medical Examiner's Certificate will be required to be eligible for advancement.

## **Controlled Substances**

All applicants in the Training Program will be subject to the Drug Policy as adopted by the JATC. Trainees will also conform to the various drug policies adopted by the DOT and contractor/customer requirements or their respective employers.

## **Harassment**

The JATC has recognized that harassment, sexual or otherwise, is against the law and will not be

tolerated. The terms of the Policy Against Sexual Harassment, as adopted by the JATC, will apply to all Trainees.

## **Personal Conduct**

It is the JATC's Policy to comply with all laws, which are applicable to its business, wherever conducted. Compliance with the law means observing both the letter and the spirit of the law and conducting all affairs so the Training Program continues to earn the highest respect in the community and from the customers that we serve.

Compliance with all laws is so vitally important that failure to meet legal requirements cannot be excused by claims of ignorance, good intention, or failure to seek timely advice. Therefore, any violation of a legal statute or related JATC policies or procedures will result in appropriate disciplinary action, which may include termination from the Training Program and legal action for civil or criminal penalties.

**THIS POLICY IS A CHANGING AND DEVELOPING DOCUMENT. REQUIRED COURSEWORK IS ALSO EVOLVING WITH CHANGING NEEDS AND REQUIREMENTS. SUPPLEMENTS WILL BE ISSUED AS CHANGES OCCUR.**

**Revision dates: 05/20, 8/20, 9/20, 12/20, 10/21, 3/22, 6/22, 11/22, 12/22, 5/23, 9/23, 11/23**



# **GAS TECHNICIAN OPERATOR**

## **STEP DOCUMENT**

*April 2022*



**STEP 1 COURSEWORK REQUIREMENTS**

Revision Date 4/2022

192-0101	Characteristics and Hazards of Natural Gas	
	CBT	Properties of Natural Gas
192-0802	Protection During Disturbance of Segment Support	
	CBT	Pipeline Support During Excavation Activities
192-0803.01	Inspection For Damage	
	CBT PE	Perform Visual Inspection of Installed Pipe and Components for Mechanical Damage
	CBT PE	Measure and Characterize Mechanical Damage on Installed Pipe and Components
192-0804.01	Damage Prevention During Excavation	
	CBT PE	Damage Prevention During Excavation Activities by or On Behalf of the Operator
	CBT PE	Damage Prevention Inspection During Third-Party Excavation or Encroachment Activities as Determined Necessary by Operator
192-1002.01	Plastic Pipe: Electrofusion - Couplings	
	CBT	Joining of Plastic Pipe: Electrofusion
	PE	Company PE - Joining of Plastic Pipe: Electrofusion - Couplings
192-1002.02	Plastic Pipe: Electrofusion - Sidewall	
	CBT	Joining of Plastic Pipe: Electrofusion
	PE	Company PE - Plastic Pipe: Electrofusion - Sidewall
192-1003.01	Plastic Pipe: Butt Heat Fusion - Conventional	
	CBT	Joining of Plastic Pipe: Butt Heat Fusion: Manual
	PE	Company PE - Plastic Pipe: Butt Heat Fusion - Conventional
192-1003.02	Plastic Pipe: Butt Heat Fusion - Hydraulic	
	CBT	Joining of Plastic Pipe: Butt Heat Fusion: Hydraulic Machine
	PE	Company PE - Joining of Plastic Pipe: Butt Heat Fusion - Hydraulic Machine
192-1004.01	Plastic Pipe: Sidewall Heat Fusion	
	CBT	Joining of Plastic Pipe: Sidewall Heat Fusion
	PE	Company PE - Plastic Pipe: Sidewall Heat Fusion
192-1005.02	Mechanical Joints	
	CBT	Joining of Plastic Pipe: Stab Fittings
	PE	Company PE - Mechanical Joints - Compression Couplings 2" and less <i>Task is Equivalent to NWE 1005.03</i>
192-1006.01	Plastic Pipe: Socket Heat Fusion	
	CBT	Joining of Plastic Pipe: Socket Heat Fusion
	PE	Company PE - Plastic Pipe: Socket Heat Fusion
192-1402.01	Backfilling	
	CBT PE	Backfilling
192-1405	Underground Clearances	
	CBT	Measure Clearance From Existing Pipe Underground Structures Installed by Excavation, Boring or Directional Drilling
192-1410.01	Cover - Service/Mains/Transmission Lines	
	CBT PE	Backfilling

## STEP 1 COURSEWORK REQUIREMENTS

Revision Date 4/2022

192-1417	Protection When Minimum Cover Not Met
CBT	Backfilling

192-AOC	Abnormal Operating Conditions
CBT	Ignition Sources
CBT	Properties of Natural Gas

**STEP 2 COURSEWORK REQUIREMENTS**

Revision Date 4/2022

192-1301.01	Leak/Strength Test - Service/Mains/Transmission Lines: Gas Pressure <100 PSI
CBT PE	Pressure Test - Nonliquid Medium - MAOP Less Than 100 PSI
192-1301.02	Leak/Strength Test - Svc/Main/Trans. Line: Gas pressure => 100 psi (1:3)
CBT PE	Pressure Test - Nonliquid Medium - MAOP Greater Than or Equal to 100 Psi
192-1301.04	Leak/Strength Test - Svc/Main/Trans. Line: Soap Test (1:3)
CBT PE	Leak Test at Operating Pressure
192-1408.01 (N)	Installation of Plastic Pipe: Direct Burial
CBT PE	Installation of Plastic Pipe in a Ditch
CBT PE	Install Tracer Wire
192-1408.02	Installation of Plastic Pipe: Boring
CBT PE	Installation of Plastic Pipe in a Bore
192-1408.03	Installation of Plastic Pipe: Plowing/Planting
CBT PE	Installation of Plastic Pipe by Plowing/Planting
192-1408.04	Installation of Plastic Pipe: Plowing/Pull-In
CBT PE	Installation of Plastic Pipe Plowing/Pulling In
192-1408.06 (N)	Installation of Plastic Pipe: Insertion
CBT PE	Installation and Maintenance of Casing Spacers, Vents, and Seals
192-1411.01	Inspection: Compliance with Procedures and Standards
CBT PE	Visually Inspect Pipe and Components Prior to Installation
192-1411.02	Inspection: Inspection of Materials
CBT PE	Visually Inspect Pipe and Components Prior to Installation
192-1413	Line Markers
CBT	Install and Maintain Pipeline Markers
192-1418.01	Purging: Large Volume Segment of Main or Transmission Line, Etc.
CBT PE	Purge - Flammable or Inert Gas
192-1418.02	Purging: Small Volume Short Pipe, Compressor, Etc.
CBT PE	Purge - Flammable or Inert Gas
192-2011	Prevention of Accidental Ignition
CBT	Ignition Sources

**STEP 3 COURSEWORK REQUIREMENTS**

Revision Date 4/2022

192-0701.01	Locate, Install, Protect Customer Meters and Regulators - Residential/Small Commercial
CBT PE	Installation of Customer Meters and Regulators - Residential and Small Commercial
192-0701.02	Locate, Install, Protect Customer Meters and Regulators - Large Comm/Ind
CBT PE	Installing Customer Meters - Large Commercial and Industrial
192-1401	Abandonment or Inactivation of Facilities
CBT	Abandonment of Facilities
192-1414.02	Pipeline Shutdown/Startup/Pressure Change: Squeeze Off Pipe
CBT PE	Squeeze Off Plastic Pipe
CBT	Squeeze Off Steel Pipe
192-1414.04	Pipeline Shutdown/Startup/Pressure Change: Operating Identified Valves
CBT PE	Operate Valves Manually to Adjust Flow/Pressure and Monitor for Changes
192-1415	Protection From Hazards
CBT	Backfilling
192-1424	Support, Expansion Joints, and Anchor Maintenance - Exposed Pipeline
CBT	Above Ground Supports and Anchors-Inspection, Preventative, and Corrective Maintenance
192-1426.06	Tapping Plastic Pipe: Self-Tapping Plastic Pipe
CBT PE	Tapping a Pipeline with a Built-In Cutter
	<i>Task is Equivalent to NWE 1426.04</i>
<i>192-1426.06 PE 107461: NWE said that completing apprentices without the tapping tee performance assessment is appropriate. NWE only does PE's for this task every 3 years and might not be in a cycle. Apprentices are exposed and proficient at the tapping process as part of training and practice.</i>	
192-1431	Segment Removal
CBT	Temporary Isolation of Service Lines and Service Discontinuance
192-2010	Service Line Replacement
CBT	Temporary Isolation of Service Lines and Service Discontinuance
192-2014	Service Lines Not In Use and Service Discontinuance
CBT	Temporary Isolation of Service lines and Service Discontinuance

**STEP 4 COURSEWORK REQUIREMENTS**

**Revision Date 4/2022**

Will focus on OJT, Training Classes, and Performance Evaluations