



# **GAS TECHNICIAN OPERATOR GENERAL POLICY STATEMENT**

*October 2021*

## **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.

## **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**

Each Trainee is required to submit an online Work Report for every month during their training. 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. The Trainee's crew foreman or job supervisor shall approve each Work Report.

Trainees out of work shall submit a Work Report showing no work performed using one of these options:

Laid Off, Terminated, Suspended, Quit, Military Leave, Light Duty, Medical Hold, Personal Leave Hold, or No Gas Hours to Report.

No credit will be given for 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.

## **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 to advance:

1. Must accrue both 6 months' time and 450 hours of on-the-job training to be eligible for advancement in step.
2. Maintain a Class A Commercial Driver's License.
  - **NOTE:** All new Trainees will be expected to obtain a Class A CDL without restrictions within their first 6 months of admittance into the Training Program.
3. Attend all required Related Training sessions. (Any variance/exemptions will be at the discretion of the Director and/or the Subcommittee.)
4. Achieve an 80% passing grade on all required: online material, classroom trainings, written and practical examinations.
5. Have satisfactory OJT evaluations submitted in a timely manner.
6. Pass Written and Practical Step tests with a score of 80% or higher.
7. Must be up to date on all certifications (CDL, First Aid, CPR, DOT Medical Examiner's Certificate).
8. All fees due to the JATC.

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 each workbook 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**

All Trainees are required to attend all field and classroom training classes held by the Training Program.

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

All requests to be excused from class must be approved by the JATC. 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.

### **Completion Requirements**

Must be a fourth step Trainee. A Trainee may be allowed to graduate from the Training Program prior to completing the fourth step six-month time in grade requirement, provided the criteria has been met.

Must have a minimum of 1,800 total hours.

Must have completed all related training.

Must have completed certification training for Flagger, 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.

### **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 engine, brake, transmission type, or tractor trailer. Permits will not be accepted. Along with proof of a valid Class A CDL, the applicant must provide a current copy of their DOT Medical Examiner's Certificate.

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. SUPPLEMENTS WILL BE ISSUED AS CHANGES OCCUR.**  
Revision dates: 05/20, 8/20, 9/20, 12/20, 10/21



# **GAS TECHNICIAN OPERATOR**

## **STEP DOCUMENT**

*November 2021*

## **Step 1 Requirements**

**PURPOSE:** to introduce the Trainee to the safety culture of the IBEW and its Contractors. With safety the number one priority, this program will introduce the participant to the Natural Gas Industry. Within the first six months, the Trainee will be able to identify and explain common safety concerns, express knowledge of the appropriate PPE to use on a daily basis and participate in daily crew tailgate meetings. The Trainee will display the ability to learn, retain, show attention to detail, and work within a crew structure.

**COURSEWORK:** Trainee will complete one quarter (1/4) of the assigned online courses or 40 modules. Included within these courses, the Trainee will complete the following within Step 1:

TNG = Training (counts as 1 module)

KNT = Test for Particular Task (counts as 1 module)

- 192-AOC Abnormal Operating Conditions (TNG, KNT)
- 192-0101 Characteristics and Hazards of NG (TNG, KNT)
- 192-0802 Protection During Disturbance of Segment Support (TNG, KNT)
- 192-0803 Inspection for Damage (TNG, KNT)
- 192-0804 Damage Prevention During Excavation (TNG, KNT)
- 192-1402 Backfilling (TNG, KNT)
- 192-1405 Underground Clearances (TNG, KNT)
- 192-1410 Cover - Service Lines, Mains, and Transmission Lines (TNG, KNT)
- 192-1417 Protection When Minimum Cover Not Met (TNG, KNT)

**TECHNICAL TRAINING:** Trainee shall have attended a minimum of 3 classes at the Training Center.

## **Step 2 Requirements**

**PURPOSE:** during the second six months, the Trainee shall expand on the foundation created in the first six months of the Program. The Trainee will have established a “Safety-First” mindset by continuing to use all appropriate PPE, participating in all safety discussions and tailboards daily. The Trainee will continue to display the ability to learn, retain, show attention to detail, and work within the crew structure. A good attitude and desire to further the education process are essential at this stage in the Program. Additional exposure to PE fusions while working will be received at this step (preferably with more than one crew).

**COURSEWORK:** Trainee will have completed one half (1/2) of the assigned online courses or 80 modules. Included within these courses, the Trainee will complete the following within Step 2:

- 192-0503 Cathodic Protection Systems – Electrical (TNG, KNT)
- 192-1002 Plastic Pipe – Electrofusion (TNG, KNT)
- 192-1003 Plastic Pipe – Butt Fusion (TNG, KNT)
- 192-1004 Plastic Pipe – Sidewall Heat Fusion (TNG, KNT)
- 192-1005 Plastic Pipe – Mechanical Joints (TNG, KNT)
- 192-1006 Plastic Pipe – Socket Heat Fusion (TNG, KNT)
- 192-1301 Leak and Strength Test – Service, Main, Trans (TNG, KNT)
- 192-1408 Installation of Plastic Pipe (TNG, KNT)
- 192-1411 Inspection (TNG, KNT)
- 192-1413 Line Markers (TNG, KNT)
- 192-1418 Purging (TNG, KNT)
- 192-2011 Prevention of Accidental Ignition (TNG, KNT)

TECHNICAL TRAINING: Trainee shall have attended a minimum of 3 (total 6) classes at the Training Center.

### **Step 3 Requirements**

PURPOSE: Trainee is expected to expand on what has been learned within the first two steps of the Program. The Trainee will continue with the “Safety-First” mindset by continuing to use all appropriate PPE, participating in all safety discussions and daily tailboards. The Trainee continues to display the ability to learn, retain, show attention to detail, and work with the crew structure. Trainee shall be expected to take an assertive role in the day to day “hands on” tasks and exhibit confidence in what has been learned while under the supervision of a Journeyman. “Proficient Level” of PE fusions is required at this step.

COURSEWORK: Trainee will have completed three quarters (3/4) of the assigned online courses or 120 modules. Included within these courses, the Trainee will complete the following within Step 3:

- 192-0402 Coating Maintenance (TNG, KNT)
- 192-0512 Pipe to Soil Testing (TNG, KNT)
- 192-0701 Locating, Install, and Protect Customer Meters/Regs (TNG, KNT)
- 192-0801 Locating Pipelines (TNG, KNT)
- 192-1401 Abandonment or Inactivation of Facilities (TNG, KNT)
- 192-1403 Installation of Steel Pipe – Field Bends (TNG, KNT)
- 192-1404 Casing Vents and Seals (TNG, KNT)
- 192-1409 Installation of Steel Pipe (TNG, KNT)
- 192-1415 Protection from Hazards (TNG, KNT)
- 192-1426 Tapping Steel and Plastic Pipe (TNG, KNT)
- 192-1431 Segment Removal (TNG, KNT)
- 192-2010 Service Line Replacement (TNG, KNT)

TECHNICAL TRAINING: Trainee shall have attended a minimum of 3 (total 9) classes at the Training Center.

### **Step 4 Requirements**

PURPOSE: expectation is for the Trainee to expand upon learning from the prior three steps. The “Safety-First” mindset, learning, retention, and participation should be evident in everyday work practices. The leadership role exhibited by the Trainee lends to job management.

COURSEWORK: Trainee shall complete all online courses including the following within Step 4:

- 192-0401 Corrosion Monitoring – Atmospheric, Ext./Internal (TNG, KNT)
- 192-1414 Pipeline Shutdown, Startup or Pressure Change (TNG, KNT)
- 192-1424 Support, Expansion Joint & Anchor Maintenance (TNG, KNT)
- 192-2014 Service Lines Not in Use and Service Discontinuance (TNG, KNT)
- 192-2401 Welding
- 192-2402 Visual Inspection of Welds
- 192-2405 Miter Joints

TECHNICAL TRAINING: Trainee shall have attended a minimum of 3 (total 12) classes at the Training Center. NOTE: The required 12 classes do NOT include CPR, First Aid, or OSHA 10.