



# **GAS TECHNICIAN OPERATOR TRAINING PROGRAM**

## **GENERAL POLICY STATEMENT**

*March 2022*

## **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**

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.

### **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 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. Have satisfactory OJT evaluations submitted in a timely manner.
5. Must be up to date on all certifications (CDL, First Aid, CPR, DOT Medical Examiner's Certificate).
6. Achieve an 80% passing grade on all required: online material, classroom trainings, written and practical examinations.
7. All computer-based training completed within Step coursework requirements.
8. All fees paid to the JATC.

Advancements will be reviewed by the Subcommittee.

### **GTO Trainee - Hot Qualified Criteria**

1. OJT Hours Minimum: 1350 + hours
2. Online Coursework: All Step 1-3 requirements completed
3. Evaluation Scores: 5 and above
4. Evaluation Comments: Satisfactory
5. All Required Certifications: Current/Up to Date
6. All required attendance
7. Fusion Certified: EWN CBT and NWE Performance
  - **NOTE:** As per the OQ plan: All production fusions by a hot qualified trainee will still require supervision by a qualified GTO/Journeyman.

Any repeated failure of any criteria stated above may result in a request of the Trainee to appear in front of 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**

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. 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**



# **GAS TECHNICIAN OPERATOR**

## **STEP DOCUMENT**

*April 2022*



**STEP 1 COURSEWORK REQUIREMENTS**

Revision Date 4/2022

			Interval	
			Years	Months
192-0101	Characteristics and Hazards of Natural Gas			
	CBT	Properties of Natural Gas	3	36
192-0802	Protection During Disturbance of Segment Support			
	CBT	Pipeline Support During Excavation Activities	4	48
192-0803.01	Inspection For Damage			
	CBT PE	Perform Visual Inspection of Installed Pipe and Components for Mechanical Damage	4	48
	CBT PE	Measure and Characterize Mechanical Damage on Installed Pipe and Components	4	48
192-0804.01	Damage Prevention During Excavation			
	CBT PE	Damage Prevention During Excavation Activities by or On Behalf of the Operator	5	60
	CBT PE	Damage Prevention Inspection During Third-Party Excavation or Encroachment Activities as Determined Necessary by Operator	5	60
192-1002.01	Plastic Pipe: Electrofusion - Couplings			
	CBT	Joining of Plastic Pipe: Electrofusion	1	12
	PE	Company PE - Joining of Plastic Pipe: Electrofusion - Couplings	1	12
192-1002.02	Plastic Pipe: Electrofusion - Sidewall			
	CBT	Joining of Plastic Pipe: Electrofusion	1	12
	PE	Company PE - Plastic Pipe: Electrofusion - Sidewall	1	12
192-1003.01	Plastic Pipe: Butt Heat Fusion - Conventional			
	CBT	Joining of Plastic Pipe: Butt Heat Fusion: Manual	1	12
	PE	Company PE - Plastic Pipe: Butt Heat Fusion - Conventional	1	12
192-1003.02	Plastic Pipe: Butt Heat Fusion - Hydraulic			
	CBT	Joining of Plastic Pipe: Butt Heat Fusion: Hydraulic Machine	1	12
	PE	Company PE - Joining of Plastic Pipe: Butt Heat Fusion - Hydraulic Machine	1	12
192-1004.01	Plastic Pipe: Sidewall Heat Fusion			
	CBT	Joining of Plastic Pipe: Sidewall Heat Fusion	1	12
	PE	Company PE - Plastic Pipe: Sidewall Heat Fusion	1	12
192-1005.02	Mechanical Joints			
	CBT PE	Joining of Plastic Pipe: Stab Fittings <i>Task is Equivalent to NWE 1005.03</i>	1	12
192-1006.01	Plastic Pipe: Socket Heat Fusion			
	CBT	Joining of Plastic Pipe: Socket Heat Fusion	1	12
	PE	Company PE - Plastic Pipe: Socket Heat Fusion	1	12
192-1402.01	Backfilling			
	CBT PE	Backfilling	3	36
192-1405	Underground Clearances			
	CBT	Measure Clearance From Existing Pipe Underground Structures Installed by Excavation, Boring or Directional Drilling	4	48
192-1410.01	Cover - Service/Mains/Transmission Lines			
	CBT PE	Backfilling	5	60
192-1417	Protection When Minimum Cover Not Met			
	CBT	Backfilling	5	60
192-AOC	Abnormal Operating Conditions			
	CBT	Ignition Sources	3	36
	CBT	Properties of Natural Gas	3	36

**STEP 2 COURSEWORK REQUIREMENTS**

Revision Date 4/2022

			Interval	
			Years	Months
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	5	60
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	5	60
192-1301.04	Leak/Strength Test - Svc/Main/Trans. Line: Soap Test (1:3)	CBT PE Leak Test at Operating Pressure	5	60
192-1408.01 (N)	Installation of Plastic Pipe: Direct Burial	CBT PE Installation of Plastic Pipe in a Ditch	5	60
		CBT PE Install Tracer Wire	5	60
192-1408.02	Installation of Plastic Pipe: Boring	CBT PE Installation of Plastic Pipe in a Bore	5	60
192-1408.03	Installation of Plastic Pipe: Plowing/Planting	CBT PE Installation of Plastic Pipe by Plowing/Planting	5	60
192-1408.04	Installation of Plastic Pipe: Plowing/Pull-In	CBT PE Installation of Plastic Pipe Plowing/Pulling In	5	60
192-1408.06 (N)	Installation of Plastic Pipe: Insertion	CBT PE Installation and Maintenance of Casing Spacers, Vents, and Seals	5	60
192-1411.01	Inspection: Compliance with Procedures and Standards	CBT PE Visually Inspect Pipe and Components Prior to Installation	4	48
192-1411.02	Inspection: Inspection of Materials	CBT PE Visually Inspect Pipe and Components Prior to Installation	4	48
192-1413	Line Markers	CBT Install and Maintain Pipeline Markers	5	60
192-1418.01	Purging: Large Volume Segment of Main or Transmission Line, Etc.	CBT PE Purge - Flammable or Inert Gas	3	36
192-1418.02	Purging: Small Volume Short Pipe, Compressor, Etc.	CBT PE Purge - Flammable or Inert Gas	3	36
192-2011	Prevention of Accidental Ignition	CBT Ignition Sources	3	36

**STEP 3 COURSEWORK REQUIREMENTS**

Revision Date 4/2022

			Interval	
			Years	Months
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		5	60
192-0701.02	Locate, Install, Protect Customer Meters and Regulators - Large Comm/Ind			
	CBT PE Installing Customer Meters - Large Commercial and Industrial		5	60
192-1401	Abandonment or Inactivation of Facilities			
	CBT Abandonment of Facilities		5	60
192-1414.02	Pipeline Shutdown/Startup/Pressure Change: Squeeze Off Pipe			
	CBT PE Squeeze Off Plastic Pipe		5	60
	CBT Squeeze Off Steel Pipe		5	60
192-1414.04	Pipeline Shutdown/Startup/Pressure Change: Operating Identified Valves			
	CBT PE Operate Valves Manually to Adjust Flow/Pressure and Monitor for Changes		5	60
192-1415	Protection From Hazards			
	CBT Backfilling		5	60
192-1424	Support, Expansion Joints, and Anchor Maintenance - Exposed Pipeline			
	CBT Above Ground Supports and Anchors-Inspection, Preventative, and Corrective Maintenance		5	60
192-1426.06	Tapping Plastic Pipe: Self-Tapping Plastic Pipe			
	CBT PE Tapping a Pipeline with a Built-In Cutter		5	60
	<i>Task is Equivalent to NWE 1426.04</i>			
192-1431	Segment Removal			
	CBT Temporary Isolation of Service Lines and Service Discontinuance		5	60
192-2010	Service Line Replacement			
	CBT Temporary Isolation of Service Lines and Service Discontinuance		5	60
192-2014	Service Lines Not In Use and Service Discontinuance			
	CBT Temporary Isolation of Service lines and Service Discontinuance		5	60

## **STEP 4 COURSEWORK REQUIREMENTS**

**Revision Date 4/2022**

Will focus on OJT, Training Classes, and Performance Evaluations