

JOB DESCRIPTION

POSITION TITLE: Field Services Tech Level 1

IMMEDIATE SUPERVISOR: Field Services Manager

JOB DESCRIPTION: Responsible for the general operation maintenance, testing, and integrity of the District's water meters and related equipment, including but not limited to reading equipment and backflow devices.

PRINCIPAL DUTIES:

- Performs preventive and regular maintenance when necessary for water meters, metering systems and reading equipment.
- Operates meters and backflow devices in accordance with District policy and regulating agencies.
- Assists in the monitoring of distribution systems performance.
- Troubleshoots problems with meter devices, reading systems and relative equipment when they occur.
- Inventories supplies and materials in connection with meters and their maintenance. Reports additional needs and amounts as required.
- Produces and maintains records in connection with customer metering devices, reading equipment and backflow devices.
- Assist with distribution flushing program.
- Assist with fire hydrant inspection and testing program.
- Assist with valve inspection and exercising program.
- Performs mowing and grass trimming at meter locations.
- Performs maintenance and troubleshoots metering systems at District Facilities and/ or communicates effectively and coordinates work with manager.
- Reads meters and performs work orders for connects and disconnects as required.
- On call when scheduled.

JOB QUALIFICATIONS: Has valid Missouri class E operator's license. Can obtain a valid level "DS III" Missouri water certificate. Must have high school diploma or GED. Individual is required to have a strong mechanical aptitude and work in an environment with extreme temperatures, both hot and cold. Physically able on a daily basis to bend, kneel, walk and on occasion lift and carry up to 75 pounds and maneuver 200 pound objects is required in this position. Must be able to work with minimal supervision and handle multiple tasks with frequent interruptions for differing circumstances and time frames. Must be able to quickly resolve problems when they occur. Ability to speak and communicate effectively

with supervisor, fellow employees, and customers. Ability to read and interpret documents such as maps, plans, safety rules, operating and maintenance instructions, Board policies, equipment manuals, customer correspondence, various reports, and procedure manuals.

ACCOUNTABILITIES:

- Producing and maintaining a safe work environment.
- Excellent attendance and punctuality with a minimum of absences.
- Continuous operation of equipment and systems at efficient levels. Efficient, effective, maintenance procedures to be continually monitored and improved when possible.
- Able to assist with the water production and treatment facilities when required.
- Able to operate power tools and small machinery including mowers, garden tractors and tillers.
- Produce error free correspondence and documents within specified time frames given.
- Ability to acquire and retain required certificates and licenses for this position.
- Effective, courteous and timely communication with other employees, customers and supervisor.
- Able to follow orders and directives and work autonomously when necessary. Works under general supervision of the Field Services Manager.
- Excellent attendance and punctuality with a minimum of absences.
- Any other duties as assigned.