

## **JOB DESCRIPTION**

<b>POSTION TITLE:</b>	<b>Serviceman Level I</b>
<b>IMMEDIATE SUPERVISOR:</b>	Construction Foreman
<b>JOB DESCRIPTION:</b>	Responsible for the general maintenance and upkeep of distribution system and performs duties on day-to-day basis.
<b>PRINCIPAL DUTIES:</b>	<ul style="list-style-type: none"><li>• Construction of new facilities</li><li>• Repair and maintenance of existing facilities</li><li>• Care and maintenance of equipment</li><li>• Read meters</li><li>• Completes assigned work orders as required</li><li>• On call when scheduled.</li></ul>
<b>JOB QUALIFICATIONS:</b>	Must hold a valid Missouri class E operator's license and obtain DS II Certificate from Missouri Department of Natural Resources. Must have a 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, climb, walk and on occasion lift and carry up to 75 pounds and maneuver 300 pound objects is required in this position. Individual must be able to quickly resolve problems with system when they occur. Must be on occasion available to stay late, come in early or on weekends when emergency situations arise. Must be able to work with minimal supervision and handle multiple tasks with frequent interruptions. 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. Incumbent must have excellent attendance and punctuality.
<b>ACCOUNTABLITIES:</b>	<ul style="list-style-type: none"><li>• Timely and proper response to problems that meet all guidelines for support.</li><li>• Produce error free correspondence and documents within specified time frames given</li><li>• Will be expected to work toward fulfilling requirements for Serviceman Level 2</li><li>• Effective, courteous and timely communication with other employees, customers and supervisor.</li><li>• Able to follow orders and directives and work autonomously when necessary. Works under the general supervision of the Construction Foreman and the District Manager.</li><li>• Producing and maintaining a safe work environment.</li><li>• Demonstrate effective and efficient maintenance of vehicles and equipment as assigned.</li><li>• Ability to acquire and retain required certificates and licenses for this postion.</li></ul>

- Effective, courteous and timely communications with other employees, customers and supervisor.
- Excellent attendance and punctuality with a minimum of absences.
- Any other duties assigned.