

JOB DESCRIPTION

Service Technician & Meter Reader

Job Summary

This position tasks include but are not limited to: general service duties, meter reading, recording readings and measurements, completing work orders and basic line repairs, and making crew assignments. This position is under direct supervision of the Service Technician II.

Education & Experience Required

This position requires at minimum a high school diploma or equivalent and at least one year experience working in maintenance, some public water utility experience would be helpful. This position requires a basic knowledge of pipe repair, mowing, digging, manual labor, and must be willing to work outside in all weather conditions.

Operation Duties

- Performs routine general service of all distribution lines and meters.
- Performs routine preventative service of equipment; performs repairs, adjustments, and service of pumps, electric motors, valves, meters, chemical feeders, fire hydrants, lubricates and oils machinery, maintains gas engines and compressors, and maintains proper records;
- Maintains system compliance with federal EPA water quality standards;
- Completes regular reports summarizing daily activity, system status, line problems, and service needs.
- Maintains and supervises control over the inventory of materials, supplies, chemicals, and equipment;
- Responds to emergency conditions according to the utility's Standard Operating Procedures.

Management & Administrative Duties

- Assists with repair and replacement of needed equipment, goods and services;
- Documents all service and meter reading activities on approved O& M record keeping systems and has available copies of all work orders for review and inspection;
- Handles customer inquires and complaints related to water service or billing questions;

Knowledge and Skills

Knowledge of the methods, practices, tools, and materials used in the operation, servicing, meter reading, and repair of water storage, distribution equipment, and machinery, including but not limited to:

- Ability to read and record meter readings;
- Knowledge of the mechanics of pumps and other electrical equipment and machinery;
- Ability to perform basic chemical tests;

- Ability to detect and diagnose faulty operation of equipment and make corrections;
- Knowledge of the equipment, tools, and procedures used in installing and repairing water mains, services, fire hydrants, and meters;
- Knowledge of applicable laws and safety regulations for crew and public safety and the proper use of chlorine and other hazardous chemicals; and

APPLICATION FOR EMPLOYMENT

Today's Date _____

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental handicap, or veteran status. No question on this application is intended to secure information to be used for such discriminator.

Name: Last _____ First _____ Middle _____

Street Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ Social Security # _____

Position applied for _____

How did you hear of this opening _____

When can you start _____ Desired Wage \$ _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Yes No

Are you looking for full time employment? Yes No

If no, what hours are you available? _____

Are you willing to work weekends? Yes No

Are you willing to work on call? Yes No

Do you have a valid Driver's license? Yes No

Do you have any special licensing, as a CDL? Yes No other, explain

Have you ever been convicted of a felony? Yes No

If yes, please fully describe the circumstances:

Education: School Name and Location, Year, Major Degree

High School _____

College _____

College _____

Other _____

In addition to your work history, are there are other skills, qualifications, or experience we should consider:

Employment History: (Start with most recent employer.)

* Company name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? [] Yes [] No

Responsibilities _____

Reason for leaving _____

* Company name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? [] Yes [] No

Responsibilities _____

Reason for leaving _____

* Company name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____ May we contact? [] Yes [] No

Responsibilities _____

Reason for leaving _____

Attach additional information if necessary.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I voluntarily give this institution the right to make a through investigation of my prior educational and employment history. I agree to cooperate in such investigation and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I consent to take physical examination and such future physical examinations as may be required by this institution at such times and places as the institution shall designate. I understand that an offer of employment may be contingent on passing the physician examination which relates to the essentials duties I would be required to perform.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment will continue on that basis. I understand that no supervisor, manager, or executive of this company, other than the president has the authority to alter the foregoing.

If employed, I will be required to complete an Employment Verification Form (I-9) and within three days, show satisfactory evidence of identity and eligibility for employment.

Signature _____ Date _____