



Columbia Power & Water Systems

Job Description

Job Title: Field Services Technician - Water

Effective Date:

Department: Water Distribution

Reports To: Assistant Water Distribution Superintendent

Classification: Non-exempt

Job Purpose: To read meters and record volume used by residential, commercial, and industrial customers.

Duties/Responsibilities:

- Inspect meters and connections for defects, damages, and unauthorized connections
- Verify readings to locate abnormal consumption or stopped meters
- Record and document reasons for fluctuations in consumption
- Ensure accurate readings are obtained during meter changes and processing of service orders
- Connect and disconnect services according to service orders
- Assist in disconnection of services for non-payments of bills and reconnect when appropriate
- Change out metering equipment
- Collaborate with the Billing Services department to maintain the integrity of all billing and metering data
- Other duties as assigned

Required Skills/Abilities:

- Acknowledge and adhere to all CPWS policies
- Regular attendance at work
- Perform duties safely without endangering self, others, and the public
- Ability to read and understand instructions and job-related materials (blueprints, drawings, orders, safety data sheets, distribution maps, manuals, etc.)
- Ability to use mathematical skills to be able to add, subtract, multiply, and divide all units of measure
- Ability to write
- Ability to follow instructions

- Ability to work with the general public
- Ability to work inside and outside and be exposed to noisy places, fumes, chemicals, toxic substances, and machinery
- Ability to be exposed to weather conditions that are cold, hot, rainy, and windy

Physical Requirements:

- Ability to lift 0 - 50 pounds for 1 hour a day
- Ability to lift and/or carry objects weighing 0 - 20 pounds for 8 hours a day
- Ability to walk and stand for 6 - 7 hours a day
- Ability to stoop, kneel, and crouch for long periods of time
- Ability to talk, see, hear, reach, handle, and feel
- Ability to get in and out of a vehicle numerous times during the day

Education, Experience, and Qualifications:

- High School Diploma or equivalent required
- Valid State of Tennessee Driver's License required

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that additional and/or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments). This job description does not constitute a written or implied contract of employment.