



FIELD REPRESENTATIVE

SUMMARY:

- Work under Water System Superintendent or person in charge.
- Set essential work example for fellow coworkers.
- Complete assigned tasks daily and report problems to management.
- Assist other coworkers as needed.

QUALIFICATIONS:

- High School Diploma or GED required.
- Maintain a Tennessee State driver's license and be insurable at a standard rate.
- Must be bondable.
- Able to complete physical labor.
- Able to properly operate and maintain radio and manual reading equipment.
- Use responsible judgments and make on-site decisions.
- Available to work after hours, weekends, holidays, and on-call duty.
- Present yourself in a professional image in daily activities. Must wear company uniforms unless otherwise approved by the Superintendent.
- Able to effectively communicate with employees and customers both verbally and written.

PRIMARY DUTIES:

- Ensure compliance of all TDEC and EPA rules and regulations.
- Responsible for sample collection and documentation as required by TDEC
- Responsible for maintaining proper records, including field data as required
- Maintain cleanliness and organization of all MCWS property, equipment, and vehicles
- Responsible for disconnect and reconnect for non-payment, final billing, and new customer connections
- Responsible for reading meters when needed, manually or electronic, and assuring their accuracy.
- Responsible for proper use and care of meter reading equipment
- Responsible for marking right of way, road, curb, or post near meter location, and maintenance of valves, hydrants, meter boxes and surrounding areas
- Responsible for timely completion of service orders
- Timely submission of all paperwork

- Responsible for proper maintenance of tanks, pump stations, water mains and service lines as required by MCWS and D.W.S
- Installation and maintenance of service connections to include the restoration of pavement, asphalt, concrete or any areas disturbed during installation or repair of service connection
- Responsible for replacing meters as necessary to ensure metering equipment is properly recording customer usage.
- Perform general maintenance on all MCWS buildings and property.
- Ensure work sites are clean and free of trash and debris
- Responsible for maintaining a safe working environment.
- Responsible for other duties as assigned by the Superintendent or his/her designee.

PHYSICAL REQUIREMENTS:

- Ability to walk, stand, sit, exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the course of the workday.
- Sufficient mobility to work in a field setting with exposure to a variety of weather conditions.
- Ability to lift and transport materials and supplies weighing up to 50 pounds.

ADDITIONAL REQUIREMENTS:

- 18 years of age.
- Eligible to work in the United States.

Maury Co. Water System is an equal opportunity provider and employer.

Applications are available at: Maury County, System, 765 New Lewisburg Hwy., Columbia, TN 38401

Or by email: dbaxter@mymcws.com