EMPLOYMENT OPPORTUNITY

Utility Field Representative
Public Works Department

Salary: $3,009 month / W3, Step1
Filing Deadline: 5:00 PM, Thursday, November 30, 2017

The City of El Centro is seeking to fill a vacant full time position of Utility Field Representative in the Public Works Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

JOB DESCRIPTION:
Under general supervision, reads water meters and maintains services for customers on assigned routes; installs, tests and maintains water meters; investigates complaints, reports problems and explains City meter reading and billing procedures to customers; performs related responsibilities as required.

REPORTING RELATIONSHIPS:
 Receives work assignments and supervision from the Water Treatment Plant Supervisor or Lead Utility Field Representative.

ESSENTIAL JOB FUNCTIONS:
1. Reads water meters and enters readings into portable computer.
2. Investigates water leaks and reports of malfunctioning water meters.
3. Connects and disconnects water services.
4. Installs temporary water meters for construction projects.
5. Responds to trouble orders and complaints regarding water, sewer, or trash services.
6. Uses small hand tools such as pipe wrenches, ratchets, crescent wrenches and channel locks to install, inspect, replace and repair water meter.
7. Confirms water meter readings and responds to customer questions or complaints regarding services and billing procedures.
8. Reports unlawful use of City water.
9. Completes daily work records.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

QUALIFICATIONS GUIDELINES

Education/Experience/Training:

REQUIRED: Equivalent to high school graduation.

DESIRABLE: Some prior public works, water maintenance, public contact or field operations experience; ability to speak Spanish is desirable.
**Knowledge:**
Water meter reading and data recording methods; basic math; procedures for shutting off and restoring water services and installing temporary water meters; safe and efficient use of small hand tools and equipment; work safety rules and procedures.

**Skills:**
Operate service vehicle; use small hand and power tools such as wrenches, ratchets, and channel locks to turn on/off service; operate a portable computer; conduct flow meter tests; replace gaskets, couplings, and valve heads.

**Ability to:**
Read water meters into portable computer; connect and disconnect water services; investigate sources of water leaks; install, test and replace water meters; communicate and work cooperatively with co-workers, supervisors and the general public; understand and carry out oral or written instructions; complete basic work activity records and time reports; work independently in the field.

**Special Requirements:**
Requires a valid Class C California driver's license and an acceptable driving record. Ability to work in traffic, inside excavated holes, and intense heat given seasonal conditions. Must possess a D-1 or higher California Distribution Operator Certificate within 18 months of appointment.

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, kneel, bend and stoop; the employee frequently is required to use hands and fingers to handle, grip, grasp or feel objects, tools, or controls; the employee is frequently required to push, push and reach forward and downward with hands and arms; the employee is occasionally required to talk in person on a one-to-one basis, over the telephone or two-way radio; the employee is occasionally required to sit, climb and maintain balance.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL DEMANDS**
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions; the employee is frequently exposed to fumes or airborne particles; the employee is frequently exposed to direct sunlight, extreme heat and moderate cold; the employee occasionally works near moving mechanical parts; the employee occasionally exposed to wet and/or humid conditions; the employee is occasionally exposed to combustible, toxic or caustic chemicals; the employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate.

*If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.*