

Field Representative

Nature of Work

This is skilled work providing oversight and assistance with the installation, repair and maintenance of water lines, tanks, pump stations and other appurtenances for the Sevier County Water Department. Activities associated with the job include making water taps and service connections, repairing and/or replacing water lines, unstopping lines and installing, repairing and flushing fire hydrants. Additional activities include checking system chlorine levels and operating chlorinators in pump stations, pulling water samples, excavating and backfilling trenches and installing water meters, fire hydrants and valves. Incumbents also assist with reading water meters, maintaining boxes and meter reading equipment and ensuring the proper maintenance of assigned tools, machinery and equipment. Job responsibilities require considerable experience working with heavy equipment and machinery utilized for public utilities maintenance and repair projects, good decision making and interpersonal skills, ability to follow instructions and consistently adhere to established policies and procedures and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the Water Department Superintendent and/or Assistant Superintendent through review of the quality and timeliness of daily job assignments, knowledge and expertise in utilities installation, repair and maintenance activities, willingness to assist with work assignments and ability to follow instructions and interact effectively with co-workers.

Illustrative Examples of Work

- Gathers tools, materials and supplies for various job assignments and loads into assigned vehicles.
- Makes taps and service connections for new customers after properly locating other underground utilities.
- Repairs and/or replaces water lines, manholes, pump stations, back flow prevention devices and related system components.
- Repairs and flushes fire hydrants.
- Operates trucks, tractors, air hammers, tapping machines and other mechanical equipment when required.
- Operates flushing, cleaning and line inspection equipment and machinery.
- Assists with performing general grounds maintenance activities and excavating and backfilling trenches.
- Assists with re-paving roads including shoveling asphalt, forming and pouring concrete and other related tasks after completion of installation and repair projects.
- Loads and unloads equipment and materials and assists with servicing equipment, vehicles and machinery utilized on the job.
- Uses shovels and rakes in tight confined areas not accessible with heavy equipment or machinery.
- Directs traffic around job sites as required.
- Assists with installing and/or repairing water meters, fire hydrants and valves.
- Assists with responding to emergency calls when required.
- Reads meters, replaces broken meter boxes, and locates and replaces faulty transponders or meter

heads.

- Assists with collecting water samples for submission to the state and ensuring proper chlorine levels are maintained throughout the system.
- Assists with the detection of leaks in the water system and making needed repairs.
- Assists with performing routine and preventive maintenance activities on pump stations and making needed repairs when necessary.
- Ensures the proper operation and maintenance of pumping stations located throughout the water distribution system.
- Assists with ensuring the proper maintenance of water tank levels.
- Completes work orders indicating the amount of materials and time taken to complete assigned tasks.
- Participates in clean up activities and re-sows grass seed after the completion of projects.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school (or GED); a minimum of two years experience in public utility installation and/or construction; considerable knowledge of the activities involved in the installation, maintenance, repair and/or replacement of water lines and related components; ability to interact successfully with co-workers and the public; ability to consistently adhere to daily instructions and make decisions within established operating procedures; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education, training, and experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of maintenance and construction hand and power tools, heavy equipment and public utilities operations and practices.
- Considerable knowledge of proper installation, maintenance and repair techniques and practices associated with various utility projects including making water taps and service connections, unstuffing lines, operating flushing, cleaning and line inspection equipment, etc.
- Considerable knowledge of utility construction, maintenance and repair projects including installing and/or repairing water lines, installing meters, hydrants, etc.
- Considerable knowledge of the precautions necessary to work safely with and around heavy equipment utilized in utility construction and maintenance projects including pertinent OSHA regulations.
- Knowledge of the SCADA VIEW system utilized to monitor the distribution of water supply throughout the system.
- Ability to accurately estimate the amount of materials required for various water utility construction and repair projects.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Ability to safely use hand tools, power tools and light machinery.
- Ability to understand and follow specific oral and written instructions.
- Ability to consistently adhere to established operational policies and procedures.
- Ability to establish and maintain effective working relationships with co-workers.
- Skill in the use of power tools, hand tools, and light machinery.
- Skill in the use of motor vehicles.

Necessary Special Requirements

- Possession of a valid Tennessee Commercial Drivers License and the ability to be insured at standard vehicle liability rates.
- Possession of a Grade I Distribution and/or Grade I Water Treatment license.
- Possession of a Backflow license.