

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FIELD TECHNICIAN DATE: 07/22
DEPARTMENT: GENERAL SERVICES
REPORTS TO: WATER METERING OPERATIONS LEAD

JOB SUMMARY:

Works independently performing a variety of skilled and semi-skilled work in the areas of the municipal water distribution system including water meter and backflow prevention device testing, surveying and repairs to include recordkeeping and data entry as assigned. May work with a team of other technicians in some assignments. Regularly interacts with contractors and private citizens.

ESSENTIAL JOB FUNCTIONS: (All essential functions may not be performed by all incumbents).

Installs and troubleshoots problems with meters and automatic meter reading systems in residential and commercial locations.

Removes defective meters and replaces with working meters.

Connects automated meter reading systems, troubleshoots problems related to the AMR system.

Tests for and detects leaks.

Delivers shut off notices.

Disconnects service to residents for non-payment.

May complete daily work logs to accurately record type and amount of work done.

Interacts with customers to respond to requests or complaints and to explain nature of problem and service performed.

Maintains service truck supply inventory.

Reads and records meter data on an assigned route; checks to determine consistency of meter readings and reports unusual circumstances to supervisor.

Inspects meters for proper installation and working order.

Surveys for potential cross connections in all commercial and residential properties.

Configures and maintains temporary water meters.

Performs testing of water meters and backflow prevention devices both in place as well as in a testing environment.

Completes administrative tasks to support division work

Maintain recordkeeping with minimal errors or corrections.

Seeks out violations and participates in enforcement efforts to correct deficiencies using tact.

Receive direction and manage backflow surveys through completion.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computers	Tox Meters	Metal Detector	Calculator	Tripod/Harness
Drafting tools	Photocopier	Hand Tools	Water meter testing equipment	
Backflow Testing Kit	Water leak detection equipment			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Two to four years experience performing related experience in water, or any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License and Commercial Driver's License with appropriate endorsements or ability to obtain a CDL-B within 6 months of employment.

State of NH Water Distribution I license or ability to obtain within 6 months of employment

NEWWA Certified Backflow Prevention Device Tester or ability to obtain within 6 months of employment.

Backflow Surveyor Certification

Other specific licenses or certifications may be required according to assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

General principles and practices of municipal construction practices in water, water meters and backflow prevention systems.

General understanding of construction techniques, excavations, traffic routing, etc.

Occupational hazards and safety precautions.

Required tools and equipment.

Computer applications related to the work.

Skill in:

Working with water meters and backflow prevention devices

Read, analyze and interpret technical instruction manual as required.

Record keeping, report preparation, filing methods and records management techniques.

Working with and repairing water meters and backflow prevention devices.

Mental and Physical Abilities to:

Use tact, discretion, initiative and independent judgment within established guidelines.

Research, compile, and summarize a variety of data and materials.

Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.

Follow written and oral instructions.

Maintain effective working relationships with other departments, employees, contractors', and the general public.

Read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.

Define problems, collect data, establish facts, and draw valid conclusions.

While performing essential functions of this job, employee is occasionally expected to walk, and lift and/or move up to 100 pounds, is regularly expected to stand, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch; talk or hear, and lift and/or move up to 50 pounds as well as work in small areas for prolonged periods of time..

Specific vision abilities required for this job include: close vision, distance vision, ability to discriminate between colors, peripheral vision, depth vision, and ability to adjust focus.

Working Conditions:

Employees are exposed to fumes or airborne particles, outdoor weather conditions, and work with potentially explosive environmental situations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.