



**KERRVILLE
PUBLIC
UTILITY
BOARD**

JOB DESCRIPTION

TITLE: Utilities Field Technician
GRADE: 12
DEPARTMENT: Operations, Field Services
REPORTS TO: Supervisor of Field Services

POSITION STATUS:
 Full Time Part Time
 Exempt Non Exempt

JOB SUMMARY:

Performs metering duties on a daily basis throughout the KPUB service area. Assists in maintaining the automated metering infrastructure (AMI). Perform manual tasks with meters that do not have remote capability. Meet with customers regarding metering issues; troubleshoot system, and customer complaints.

RESPONSIBILITIES:

- Perform connects, disconnects, and meter changes as they are issued or required.
- Review each service for quality control.
- Cover meter route, while walking or driving to take readings as needed and maintain route sequencing.
- Perform collections on delinquent accounts.
- Continual line observation for potential problems.
- Assist AMI Technician with AMI duties as needed; serve as back up to AMI Meter Technician when necessary.
- Inspect, test, and service metering components and other equipment.
- Observe condition of all meters, metering equipment and KPUB distribution equipment and take necessary action to prevent problems.
- Under direction of supervisor Identify, document and follow through on meter tampering and theft of service.
- Complete and submit report and data sheets on meter change outs and new AMI setups along with other forms as required.
- Follow safety protocols, procedures and processes as identified in the KPUB safety manual.
- Interact with other KPUB departments and customers in the field, as required.
- Other duties identified by your supervisor or General Manager.

MINIMUM QUALIFICATIONS:

- Knowledge of the operation and maintenance of lines, meters, poles, and other equipment.
- Experience in reading meters, preferred.
- Reading/comprehension skills.
- Verbal skills to communicate with employees and customers.

Reviewed By/Title: Howard Hall, Supervisor of FS
Approved By/Title: Tammye Riley, Director of Operations & HR
Last Revised Date: 11/4/2019

Date Issued: 11/4/2019



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- Basic knowledge of computers, Microsoft Outlook, and ability to learn more technical computer skills and using certain industry software systems.
- Writing skills to develop plans and procedures.
- Ability to interpret reports, maps, and similar material and carry out correct procedures.
- Ability to work independently and achieve objectives.

EMPLOYEE STATEMENT OF UNDERSTANDING:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB's ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Date:

Employee's Name (Please Print)

Current Job Title

This signed job description will be placed in your personnel file.

Reviewed By/Title: Howard Hall, Supervisor of FS

Approved By/Title: Tammye Riley, Director of Operations & HR

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