

FIELD ASSISTANT (ENTRY LEVEL) JOB DISCRIPTION

JOB RESPONSIBILITIES:

Assist the direct supervisor in the following general duties:

1. Be competent in all field operations including but not limited to the following;
 - a) Be able to maintain/replace meters, meter boxes, hydrants, valves, pressure reducing valves (PRV), pumps, and pump stations;
 - b) Read meters and maintain meter reading equipment;
 - c) Maintain back flow assembly stations and reservoirs;
 - d) Assist in emergency situations;
 - e) Carry an emergency cell phone and make emergency repairs unassisted.
 - f) Be computer literate;
 - g) Maintain mechanical equipment/tools;
 - h) Perform other duties as assigned by direct supervisor.
2. Be able to write reports when necessary.
3. Be able to communicate well with staff and the public.

The person(s) in this position shall learn the District's maintenance routine, do routine repairs/installations, do routine cleaning and maintaining water distribution equipment, machinery, tools, and meter reading.

This position requires that one must work safely and efficiently with mechanical and electrical devices and systems, tools, and machinery. Also, it requires one to be able to work well with others.

This position requires one to be in excellent physical/mental condition and have the ability to perform moderate to strenuous physical activity in all kinds of weather conditions. These activities shall include but not be limited to:

- a) Ability to stand/walk for long periods of time;
- b) Traverse rough terrain;
- c) Work in either dry or wet conditions;
- d) Climb ladders and work at heights or on scaffolding;
- e) Lift or carry up to 100 pounds;
- f) Work in confined spaces;
- g) Use of safety equipment.

This position requires one to be a minimum of 18 years of age, have a high school diploma or GED, minimum 2 years utility experience in a position similar to this one, and have mechanical spatial ability. Education credits in water distribution may apply in lieu of experience. This position requires a Washington Drivers License, excellent driving record, and ability to acquire within one year of hire date a commercial Drivers License (CDL). Within 6 months of hire date one must acquire a Washington State Flagger Certification, CPR/First Aid Card, and a Water Specialist 1 certification or higher.