

YANCEY WATER SUPPLY CORPORATION
Employee Job Descriptions

FIELD TECHNICIAN

GENERAL:

Field Technician's are a part of Yancey WSC's field personnel and perform all duties assigned by the Field Manager or General Manager. Field Technician's perform the Corporation's maintenance/repair work; maintain, monitor, and service the Corporation's water quality, system, and meters; maintain records; and report all complaints or problems to the Field Manager or General Manager. Field Technician's must obtain and maintain a Certificate of Competency and meet the licensing requirements of the Texas Natural Resource Conservation Commission and ensure that work is performed in compliance with its rules and regulations.

WATER QUALITY CONTROL:

- Determines chlorine requirements and sets feed rates accordingly for the water treatment process.
- Reads meters.
- Maintains and repairs chlorinators.
- Flushes hydrants and water mains.
- Informs Field Manager or General Manager of all problems concerning water quality.
- Informs Field Manager or General Manager of all consumer complaints.

INVENTORY CONTROL:

- Assists in the inventory of all supplies and materials.
- Identifies materials which are necessary to complete a job, project, or work order.
- Accurately records all materials which are used on any job, project, or work order.

SAFETY CONTROL:

- Maintains safety equipment.
- Identifies and eliminates potential and actual hazards.
- Reports any hazard to the Field Manager or General Manager.

SYSTEM MAINTENANCE:

- Operates all rolling stock and follows manufacturer's recommended maintenance procedures and schedules for the rolling stock.
- Makes routine and emergency repairs to all water system equipment.
- Maintains landscaping at all plant sites and Corporation's property.

SYSTEM CONSTRUCTION:

- Makes service taps of all sizes.
- Installs any necessary pipe, fixtures, and/or appurtenances.

METER READING:

- Reads meters as discrepancies occur.

SYSTEM MONITORING AND LEAK REPAIR:

- Monitors distribution system for misplaced valve and line markers, leaks, multiple connections, cross connections, illegal taps, and other Corporation policy violations.

MANAGEMENT SUPPORT:

- Performs service disconnects on delinquent accounts.
- Performs service reconnections on paid-up disconnected accounts.
- Performs meter tests for consumers as directed under Corporation's policy.

REQUISITE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform all duties and responsibilities effectively and efficiently.
- Ability to operate a backhoe, equipment, rolling stock, and vehicles in an efficient and safe manner.
- Understands nomenclature and terminology of the water utility industry relating to materials, operations, repair, and construction.
- Ability to understand the Corporation's plant and distribution system operation to a degree as to effectively avoid, correct, or eliminate problems which result in emergency outages.
- Understands the Texas Natural Resource Conservation Commission's rules and regulations and the Corporation's safety policies, and ensures all work is performed in compliance with the rules, regulations, and policies.
- Ability to manage time effectively and efficiently.

- Ability to lift and carry up to 75 pounds.
- Ability to utilize various hand and power tools for mechanical service.
- Ability to utilize various hand implements required for soil excavation and recovery.
- Mobility to navigate outside environments in order to perform duties, such as maintaining/monitoring the distribution system, reading and testing meters, maintaining landscaping, and performing service connections/disconnections.
- Ability to climb a ladder, and climb over obstacles in order to reach items above normal reaching height and items located out of normal reach.
- Ability to kneel or squat in order to reach items below normal reaching height.
- Initiative and assertiveness necessary to complete tasks.
- Have a valid driver's license and proof of insurance for vehicle.

MINIMUM QUALIFICATIONS

- Prior related job experience.

ENVIRONMENTAL FACTORS:

- The work is mostly performed in an outside environment. High levels of stress on occasion.

OTHER:

- Must be reliable in full-time attendance, punctuality, and completion of assignments.
- Is available to work the required hours to fulfill duties and responsibilities.
- A Class "A" Texas Commercial Drivers License a plus.

APPLICATION FOR EMPLOYMENT

YANCEY WATER SUPPLY CORPORATION

P. O. Box 127 . Yancey, TX 78886

Phone: (830) 741-5264 . Fax: (830) 741-8009

E-mail: yanceywater@yahoo.com

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability or national origin.

Date / /

Employment Desired

Position	Date You Can Start	Salary Desired	Type of Employment Full-time <input type="checkbox"/> Summer <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, may we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever applied to this company before? YES <input type="checkbox"/> NO <input type="checkbox"/>	Where?	When?	

Personal Information

Last Name	First Name	Middle Name
Address (Number, Street, City, State, Zip Code)		
Social Security Number	Home & Cell Phone Numbers	Referred By

Education

High School attended and location:	No. of years completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Colleges attended and location:	No. of years completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Trade, Business or Correspondence School attended and location:	No. of years completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	

General

Special Courses or Training:

Experience/Skills related to the position for which you are applying (Include equipment/machinery operational experience).

Office /Secretarial Applications

List office/secretarial training courses completed and any other training which may be helpful in considering your application.

Employment History (List Present or Most Recent Position First)

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Your position
Duties:			
Name and position of immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving:			

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of business	Department	Your position
Duties:			
Name and position of Immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving:			

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Your Position
Duties:			
Name and position of immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving:			

State any additional information you feel my be helpful to us in considering your application.

Other Experience

In this section, list any job experience not listed above that most directly relates to the job for which you are now applying.

Name of employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Your position
Duties:			
Name and position of immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving.			

Current Drivers License type and number:

Have you had any DWI convictions in the past three (3) years _____? Five (5) years _____?

Have you ever been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ NO _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signed _____

Date _____