

## **Field Metering Services Agreement – December 2019**

### **Attachment #1 Helper FMS 2013**

#### **Nature and Scope of Position:**

Performs semi-skilled work individually or as part of a crew in the Field Metering Services department. Works individually or under the direction of a higher classification or a supervisor. May direct employees in the same or lower classifications.

#### **Typical Duties:**

Learns to and performs field service related work activities (e.g. installation and repair of electronic monitoring and reading equipment on residential and small commercial accounts [4 dial indexes], meter reading functions, curb box verification work and turning gas off while performing this order type, and credit disconnections). Accompany FMS personnel as they perform their normally assigned duties in the field. May perform other duties such as miscellaneous surveys, reread meters, performs atmospheric corrosion surveys, paint meter manifolds, and DOT inspections.

Operates associated data entry devices as required. Communicates professionally with customers to promote customer satisfaction. Properly cares for and handles all tools and work equipment used in assigned job duties. Operates and maintains assigned vehicle and vehicle inventory in a neat and orderly manner. Prepares documents and reports as required by the work performed.

Shifts may be assigned on a rotating basis.

Employees who fail the PRADCO exam or the FMS physical test will be given the option to retest for the position when another Helper FMS 2013 is posted. Applicants who fail the PRADCO test for the first time will be given one (1) more opportunity to pass the test. Applicants who fail the PRADCO a second time will not be considered for a Helper FMS 2013 position.

#### **Qualifications:**

- Must successfully pass the PRADCO and the FMS physical tests.
- Must have an acceptable work and attendance record.
- Must be willing to work overtime and all shifts as required
- Must have a valid vehicle operator's license.
- Must have and demonstrate good customer skills.
- Must obtain and maintain the required operator qualifications for the position.

#### **Promotion:**

Employees in the Helper FMS 2013 classification will be promoted to Utility Person – Customer Service classification after twelve (12) months if they demonstrate the ability to perform all the duties associated with the Helper FMS 2013 classification and successfully pass all the requirements associated with the required operator qualifications (OQ's).

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Promotion to the Utility Person – Customer Service classification could occur prior to the twelve (12) months if the employee fulfills all of the above requirements and management approves the promotion prior to the twelve (12) months.