

## **FMS Apprentice**

### **NATURE AND SCOPE OF THE POSITION**

**Performs specific semi-skilled duties within the FMS Department, individually or as part of a crew. Works individually or under the direction of a higher classification or a supervisor.**

### **TYPICAL DUTIES**

- 1. 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], curb box verification work and turning gas off while performing this order type).**
- 2. Learns to and performs atmospheric corrosion surveys to identify and report atmospheric corrosion.**
- 3. Learns to and performs DOT inspections.**
- 4. Learns to and performs Meter Reading functions.**
- 5. May accompany FMS personnel as they perform their normally assigned duties in the field.**
- 6. May perform other duties such as miscellaneous surveys.**
- 7. Operates and maintains company vehicle and vehicle inventory in a neat and orderly manner.**
- 8. Operates associated data entry devices as required.**
- 9. Prepares documents and reports as required by the work assigned.**
- 10. Properly cares for and handles all tools and work equipment used in assigned job duties.**
- 11. Communicates professionally with customers to promote customer satisfaction.**
- 12. Shifts may be assigned on a rotating basis.**

**Working hours will range from 7:30 AM and 12:00 AM, Monday through Sunday.**

### **QUALIFICATIONS**

- 1. Must have a valid vehicle operator's license.**

2. Must be physically capable of performing strenuous work, including walking long distances.
3. Must pass all required training, including passing all applicable Operator Qualification (OQ) testing and maintain all Operator Qualifications (OQ) required for the position.
4. Must be willing to work overtime and all shifts as required.
5. Must have an acceptable work and attendance record.
6. Must successfully pass a physical test.
7. Must have and demonstrate good customer service skills.

### **WORKING CONDITIONS**

1. Work is performed in all weather conditions and environments including high traffic urban areas as well as rural off-road areas.
2. Must be willing to work overtime and shifts.

**Note: This is a safety sensitive position subject to random drug testing.**

### **PROGRESSION**

Employees in the FMS Apprentice job title may be promoted to the FMS Helper 2013 job title after twelve (12) months or sooner, but no earlier than six (6) months, based on business need, and if they demonstrate the ability to perform all the duties associated with the FMS Apprentice classification and successfully pass all the requirements associated with the required operator qualifications (OQs), pass the CAST test, have a good performance and work record (no active type II or III disciplines in the last twelve months) and are recommended by local management.

The Company will conduct an annual review of eligible employees who also have met the criteria listed above for promotion to FMS Helper 2013.