

**SOUTHERN RIVERS ENERGY CORPORATION
POSITION DESCRIPTION**

FIELD SERVICES TECHNICIAN

I. POSITION SUMMARY

The purpose of this position is to provide support and assistance to the Cooperative's metering program. Primarily responsible for meter sets, disconnects, the operation of the AMI equipment and aid in the restoration of power during outages as needed. Working in the on call rotation is required. Employee will assist in communicating with, educating members about the Cooperatives positions, policies, programs and opportunities. Employee will also perform UPC locates of overhead and underground electric and fiber utilities.

II. REPORTING RELATIONSHIPS

- A. Reports to: AMI-Metering Supervisor
- B. Supervises: None

III. MAJOR RESPONSIBILITIES

- A. Sets, removes, and reads consumers' meters.
- B. Sets and removes meters according to service orders in a professional manner.
- C. Replaces meters as required.
- D. Obtains check readings as required.
- E. Handles delinquent accounts in a professional manner.
- F. Assists in the programming, calibration, and interrogation of solid state meters, and testing of metering systems.
- G. Performs UPC locates for electric and fiber in accordance with GA UPC laws.
- H. Accurately fills out all necessary paperwork and/or electronic forms.
- I. Observes and reports situations that may need correcting.
- J. Is available for on-call duty and for reconnects and meter sets.
- K. Assists in the restoration of power during an outage.
- L. Works with staking technician lining up poles and turning angles when needed.
- M. Other duties may be assigned on a permanent and or temporary basis as needed and at discretion of management.

IV. EXTERNAL RELATIONSHIPS

- A. Members/Consumers: Responds to inquiries, provides advice and assistance while communicating Cooperative's policies, rates and programs in an accurate and thorough manner.
- B. General Public: Maintains effective communications with the general public.

V. POSITION SPECIFICATIONS

- A. Knowledge, Training and Experience: High School Diploma. Require the ability to be knowledgeable of Cooperative's system, policies, practices, positions and rates: ability to develop working relationships with dispatch and customer service employees.
- B. Abilities and Skills: Must be skilled in both written and verbal communications. Must be able to work with minimal supervision. Must be able to organize work and meet deadlines.
- C. Working Conditions: Requires working both inside and outside the office environment in all weather conditions. Employee will work in the on call rotation. Some Irregular hours will be required.
- D. Must be able to maintain a valid Georgia driver's license and pass a pre-employment physical/drug screen.

IV. EQUIPMENT OPERATION

- A. Operates vehicle and uses tools and equipment assigned in accordance with safety rules, regulations and requirements.
- B. Operate locator of the coop's choice to perform locates in accordance with GA UPC laws.
- C. Equipment Operated: Must be able to operate computers, tablets and other office equipment.