

THE CENTRAL GEORGIA ELECTRIC MEMBERSHIP CORPORATION  
Job Description

JOB TITLE: Field Services Technician

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**SUMMARY:** Locate utility owned facilities as assigned. Perform connects, disconnects, and meter checks. Collect or disconnect delinquent customer accounts, as required. Observe and report improper usage and power diversion.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

Performs collection attempts and disconnects for nonpayment, as assigned.

Connects and disconnects meters. Also changes meters, surge protectors, and load control devices.

Prepares documentation pertaining to disconnects; resets, payments collected, and abnormal usage patterns.

Performs locate service activities for CGEMC.

Represents CGEMC during large project locate meetings.

Maintains locate records and applicable software.

Performs MSA replacements and installations.

Audits external underground locating services.

Investigates improper usage and power diversion for revenue recovery; communicates and presents facts and evidence as necessary.

Monitors and updates AMI equipment as necessary.

Participates in an on-call rotation with emphasis on after-hours emergency locating.

Performs call-out duties/after-hours work to assist in restoring power outages and problems. Possibility of working continuous and lengthy hours with minimal rest.

Resides within a reasonable response time distance to service area.

Performs other functions and responsibilities as assigned.

Is aware of and complies with Corporation policy on Affirmative Action, Equal Employment Opportunity and non-discrimination of customers on any benefits offered by the CGEMC.

Complies with the CGEMC's safety rules and regulations while performing duties.

Complies with OSHA rules and regulations.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent required; one-year experience in related field; or Equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively present information in one-on-one situations to customers and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Georgia driver's license.

**OTHER SKILLS and ABILITIES:**

Good computer and verbal communication skills required. Must be familiar with standard first aid and CPR. General knowledge of navigating throughout CGEMC's service territory, including the ability to use GPS navigation.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possibility of working continuous and lengthy hours with minimal rest. While performing the duties of this job, the employee is required to stand, walk, stoop, kneel, and crouch. Requires good hand-eye coordination, arm, hand, and finger dexterity, including the ability to grasp, and visual acuity to use a keyboard, operate equipment, and read information. Specific vision abilities required by this job include close and distance vision. The employee is required to sit, reach with hands and arms, talk, and hear. Lifts up to 75 pounds shoulder-height and above; occasionally lifts 100 pounds chest, waist, and knee high; occasionally carries items up to 125 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

Will be randomly tested for drugs and alcohol.