



TEMPORARY Part-Time Customer Service Field Representative

DEPARTMENT:	Customer Service	PAY GRADE: 3
SCHEDULE:	Tuesday: 8am-5pm	
	Wednesday: 8am-5pm	
	Thursday: 8am-5pm	
	Friday: 8am-12pm	

Position Summary

The Customer Service Fieldman is responsible for turning on and off water service. Additionally, this position contributes to the regulatory compliance and efficient operations of the District.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- The job will require driving to designated addresses using GPS System and turning water on or off
- General computer skills needed to log task completion and record notes
- Ability to lift a meter lid (up to 50 pounds)
- Ability to use a valve key to turn water on/off
- Ensures compliance of company policies, including but not limited to safety concerns and incident reporting
- This description describes only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department

Required Education and Experience

- High School Diploma/GED
- Customer service experience

Licensing/Certifications:

- Valid Driver's License

Additional Skills

- Ability to maintain effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups
- Ability to interpret, understand and administer regulations
- Ability to work alone
- Ability to work with various computer software

Work Environment and Physical Demands

This job requires climbing, balancing, stooping, kneeling, crouching, crawling, pushing, reaching, standing, sitting, lifting, talking, hearing and repetitive motions. Heavy Work: exerting up to 50 pounds. Environmental conditions: subject to extreme heat, cold, humidity, wetness, noise, and vibration. Works with equipment such as computer, copy machine, fax, and phones. Frequently required to sit, stand, walk, and reach for objects. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures. There is no regular travel expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, schedule and activities may change at any time with or without notice.

TO APPLY:

If you have an interest in the above named position, and you meet the listed qualifications, please complete and submit an application form which is available at www.nkywater.org or in person at 2835 Crescent Springs Road, Erlanger, KY 41018. Applications may be submitted by email to hr@nkywater.org or mailing to 2835 Crescent Springs Road, Erlanger, KY 41018.

**The Northern Kentucky Water District is an Equal Opportunity
Employer/Minorities/Females/Disabled/Veterans.**

Posting Date: January 18, 2018