

<b>JOB TITLE</b>	Field Technician III
<b>DEPARTMENT</b>	Operations
<b>DATE</b>	2019
<b>REPORTS TO</b>	Varies by Location
<b>DIRECT REPORTS</b>	0
<b>FLSA (HR USE ONLY)</b>	Non-Exempt

**PRIMARY PURPOSE (Summary of major reasons this job exists)**

The Field Technician III is responsible for performing energy efficiency tasks which may include installations, service and inspections, and/or conducting comprehensive energy audits and assessments to quantify energy consumption. This individual will recommend energy saving practices to customers while educating customers on their usage, installing energy-saving measures as determined by program or contract. This individual will maintain a safe working environment for CMC employees and customers at all times, providing a high level of customer service and education for each service or installation performed. This individual will also serve as a mentor to other Field Technicians.

**ESSENTIAL FUNCTIONS (Majority of duties performed, but not to be all-inclusive or to prevent other duties from being assigned)**

1. Conduct detailed audits, assessments or work orders assigned daily as scheduled according to the technical specifications of the program(s).
2. Identify potential conservation measures, savings potential and recommend energy efficient technologies as appropriate.
3. Provide customer with education sessions and recommendations on energy efficiency measures.
4. Perform diagnostic testing, install program measures and perform minor repairs as appropriate by program.
5. Manage supplied inventory materials and company issued equipment.
6. Assist in job site set-up and clean-up. Treat customer property with the utmost respect, ensuring spaces are left in the same or better condition they were found.
7. Troubleshoot issues that may arise during scheduled customer appointments.
8. Communicate all existing and potential customer service issues to immediate supervisor in real time.
9. Conduct work in compliance with OSHA and company safety procedures.
10. Perform other installations or repairs as called for by supervisor.
11. Perform other duties as assigned.

**JOB REQUIREMENTS (Experience, education, knowledge, skills & abilities required for competent performance in the job)**

1. High school diploma or equivalent required. Degree preferred or a combination of relevant experience and education necessary.
2. Relevant industry certifications as required by program.
3. 2-4 years' construction or industry experience preferred.
4. Professional energy efficiency training required.
5. Excellent time-management and organizational skills.
6. Must be able to work well independently and in a team as needed.
7. Ability to communicate clearly and effectively, in speech and writing, with customers, staff, managers, supervisors, contractors and clients.



- 8. Valid driver’s license required and use of personal vehicle may be necessary per location. Compliance with acceptable vehicle insurance levels as outlined in the company policy.
- 9. Proficient in Microsoft Office Suite.
- 10. Perform the essential functions and physical demands of the position with or without accommodation.

**PHYSICAL REQUIREMENTS (The physical demands of the job)**

- 1. Physically active position which includes climbing, balancing, bending, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, typing, grasping, talking, hearing and using repetitive motion.
- 2. Frequent use of eye, hand, and finger coordination enabling the use of automated office machinery, such as a computer.
- 3. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices such as the telephone.
- 4. Visual capacity enabling frequent use of computer equipment, operating a motor vehicle and/or heavy equipment.
- 5. Heavy work: ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to lift, carry, push, pull or otherwise move objects.

**Work Environment**

- 1. Indoor and outdoor environmental conditions. This may or may not include extreme cold temperatures below 32 degrees and extreme heat above 100 degrees.
- 2. Atmospheric conditions such as fumes, odors, dust, gases or poor ventilation.
- 3. Hazards such as proximity to moving mechanical parts, moving vehicles, exposure to chemicals, exposure to oscillating movements and working in high places.
- 4. Frequent close quarters such as crawl spaces, shafts, small rooms, narrow aisles or other areas that could cause claustrophobia

**CMC Energy Services, Inc. provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual preference or non-disqualifying physical or mental handicap or disability in each aspect of the human resources function.**

**REVIEW AND APPROVAL**

**EMPLOYEE:** \_\_\_\_\_  
**MANAGER:** \_\_\_\_\_  
**HUMAN RESOURCES:** \_\_\_\_\_

**DATE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_