

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

PRIMARY PURPOSE (Summary of major reasons this job exists)

The Field Technician is responsible for performing or assisting energy efficiency tasks which may include audits, installations, service and inspections. This individual will also recommend energy saving practices to customers. 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.

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

1. Conduct detailed audits and/or assessments for customers as determined by program contract.
2. Identify potential conservation measures, savings potential and recommend energy efficient technologies as appropriate.
3. Provide customers 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. Communicate all existing and potential customer service issues to immediate supervisor in real time.
8. Conduct work in compliance with OSHA and company safety procedures.
9. 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. Associate's Degree preferred.
2. 1-3 years' construction or industry experience preferred.
3. Excellent time-management and organizational skills.
4. Must be able to work well independently and in a team as needed.
5. Ability to communicate clearly and effectively, in speech and writing, with customers, staff, managers, supervisors, contractors and clients.
6. 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.
7. Proficient in Microsoft Office Suite.
8. 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: _____