

City of Dallas
Classification Specification

Title:	Senior Water Field Representative	Class Code:	26106
Application:	Single Incumbent	Pay Grade:	F
Supplemental/Code:	Technical/3	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose

Makes field visits and calculates square footage of areas of commercial and industrial properties and large apartment buildings used for various purposes to ensure that customers are assessed correctly for storm water billing.

Essential Functions

1. Visits the field and takes measurements of commercial and industrial properties and determines their uses to establish acreage/square footage for various uses to ensure accurate storm water billing.
2. Calculates storm water fees using formulas and the type of use of properties to ensure maintenance of an equitable storm water billing system.
3. Researches tax and appraisal district records to verify owners and boundaries of properties to ensure the accuracy of storm water assessments.
4. Communicates with the public and answers questions from customers regarding storm water fee assessments to keep them informed of policies and procedures on storm water billing.
5. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of formulas and procedures for calculation of storm water assessments.

Knowledge of billing system computer.

Ability to deal with the public in a professional and tactful manner.

Ability to locate and read water meters.

Ability to research official deeds, records and property plats to determine property ownership and usage.

Ability to perform mathematical calculations quickly and accurately.

May require pre-employment Administrative Physical examination and ability to drive.

Must have basic micro computer skills.

Must have a Class C State of Texas Driver's license.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Works on the field under field conditions such as construction sites, and unhygienic and all-weather conditions.

Subject to normal traffic hazards, considerable walking, standing and climbing when working on the field.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.