

**MIDDLESEX WATER COMPANY  
- JOB OPENING –**

**ISELIN, NJ**

**Job Title:** Utility Service Representative III

**Department :** Distribution

**Job Summary:**

The Utility Service Representative III performs meter service and installation and system maintenance/repairs under the supervision of Foremen, Sub-Foremen, Inventory Control Specialist, and Senior Mechanic as applicable.

**Work Performed:**

1. Replace, install, troubleshoot, and repair meters and remote reading systems. Ability to field test meters/measuring elements. Remove meters/measuring elements for Shop testing.
2. Perform all the maintenance and repair functions on the water distribution system including hand excavation, jackhammering, backfilling, paving, pipe cutting, and fitting; copper cutting, flaring, and fitting; valve repair, hydrant repair; valve box and curb box repair; snow shoveling and plowing under the supervision of the jobsite Foreman.
3. Perform emergency and routine turn-off/on and inspects for illegal and cross connections.
4. Safely operate all tools and equipment and promptly report all needed repairs.
5. Maintain Company assigned vehicles in clean and safe condition and with an adequate inventory of parts at all times.
6. Communicate with other employees, customers and the general public in a responsible and courteous manner.
7. Assist with transportation service work including but not limited to fueling vehicles, picking up parts and securing the JRT Center.
8. Assist with system repair work including but not limited to repairing/replacing/installing mains, services, hydrants and valves.
9. Other tasks assigned by the Superintendents.

## **Qualifications:**

- High school diploma or equivalent, required.
- Valid Driver's license with the ability to obtain a Class B CDL within six months of employment, required.
- Availability to work overtime on an emergency (call-in) and/or scheduled basis.
- Available to work Tuesday through Saturday and/or flexible hours.
- Willingness to work outdoors on a year round basis.
- Ability to keep accurate and organized records.
- Certification as a Competent Person in excavations or ability to obtain within six months of hire.
- Basic computer skills.

## **Physical Requirements:**

- Ability to hand-dig, lift 100 pounds and perform strenuous labor.
- Ability to climb into and out of trenches.
- Able to work in inclement weather.

**You can submit your resume by: e-mail to [HRG@middlesexwater.com](mailto:HRG@middlesexwater.com) by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.**

**Candidates must possess authorization to work in the United States.**

**Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.**

**Candidates must be able to pass a drug screen, pre-employment physical, background check, and have a valid driver's license.**

**No phone calls please. We thank all applicants in advance for their interest; however, only those applicants who are being considered for the position, or are currently employed by Middlesex Water Company will be contacted.**