

# Employment Opportunity

The City of



Invites Applications for

## **Meter Reader** **Public Works Department**

**SALARY RANGE:** Hiring Range: \$3,117.36 - \$3,609.57 (Full Range: \$3,117.36 – \$4,101.78); per month plus excellent benefit package. This is a full-time FLSA non-exempt (overtime eligible), union represented position.

**APPLICATION DEADLINE:** Applications will be accepted until **February 14, 2012 at 5:00 p.m.**

**TO APPLY:** Submit a City employment application form (*required*) and a letter of interest to: Human Resources. A copy of the City's employment application and a full job description are available at [www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us). Email applications will be accepted at [johnsonm@ci.bonney-lake.wa.us](mailto:johnsonm@ci.bonney-lake.wa.us). For questions, please contact Melissa Johnson at (253)862-8602 or [johnsonm@ci.bonney-lake.wa.us](mailto:johnsonm@ci.bonney-lake.wa.us).

**GENERAL PURPOSE:** Performs a variety of routine duties in the reading and recording of water meters associated with the City's utility water utility.

**EXAMPLES OF ESSENTIAL DUTIES:** Read residential, commercial and irrigation water meters and records consumption. Maintains and ensures the accuracy of route database. Performs a variety of on-site adjustments and repairs to ensure accurate and dependable recoding of water consumption; Removes debris and maintains accessibility of City's water meter boxes within department policy; Investigates customer inquiries. Troubleshoots, diagnoses, and resolves problems regarding water pressure, meter locations, vegetation clearance, water shutoffs, and erroneous readings; Notifies the appropriate department of any unusual changes in consumption, location or meter malfunctions such as leaks and damaged meters. *Please see job description for additional duties.*

**DESIRED QUALIFICATIONS:** **Education and Experience:** Graduation from a standard senior high school or GED equivalent, One (1) year of field work reading utility meters or one year field experience operating, maintaining or repairing utility systems; **Licensing and Certifications:** Valid Washington State Driver's License and driving record acceptable to City's insurance authority, valid CPR/First Aid and flagger certification. **Necessary Knowledge, Skills and Abilities:** Knowledge of general operational characteristics of utility, safe field work practices and basic arithmetic; knowledge of methods, equipment and materials used in meter reading; knowledge of record keeping techniques; knowledge of interpersonal skills in using tact, patience and courtesy; knowledge of AWWA standards regarding water meter program and water compliance issues; and Ability to ability to work independently with little direction; ability to identify and repair minor water meter irregularities and recommend how they can be corrected; ability to perform basic arithmetic; ability to establish and maintain effective working relationships; ability to frequently lift cement water meter cover lids weighing approximately up to 50 pounds.

**Position Opened: January 30, 2012**

**Position Closes: February 14, 2012**

The City of Bonney Lake is an Equal Opportunity Employer

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