



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY – IN HOUSE
METER READER

Pay Grade: 43 Pay Range: \$12.65 to \$17.70 per hour plus benefits
City employees in a new position usually start at beginning level of pay range.
FLSA Status: Non-exempt (eligible for over time)

Qualifications: Must be able to read and write English. Education and/or experience equivalent to a minimum of two (2) years experience as a meter reader for the City of Prescott and/or two (2) years experience in customer service work, in a public works environment. Must pass pre-employment drug and criminal background check, possess a valid Arizona Drivers License and clean driving record.

Tasks:

- Read water meters by locating and lifting meter lids, cleaning the register to read the number and entering the reading into a handheld computer.
- Frequently cleans out dirt, mud, and debris from meter boxes.
- Operates City vehicle in the performance of duties.
- Performs quality control and rechecks readings.
- As directed, turns off or reinstates service.
- Installs new meters, changes out damaged or malfunctioning meters, installs new gaskets; follows up on questionable readings by locating and rechecking readings, examining meter, checking connections for leaks or damage and/or to identify customer leaks; answers or refers to the Customer Service Representative inquiries from contractors and/or the general public regarding readings and water service.

Knowledges, Skills, and Other Characteristics:

- Knowledge of occupational hazards and safety precautions.
- Knowledge of the proper methods and techniques used in cleaning, repairing and maintaining water meters.
- Skill in the operation of handheld computer to accurately input data.
- Skill in the understanding and operations of electronic meter reading programming.
- Skill in installing, repairing and reading water meters.
- Skill in following oral and written instructions.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with City residents and employees.

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and driving city vehicles under potentially adverse weather conditions; able to lift 75 pounds; perform repetitive lifting, stooping, bending, twisting and walking. Must be able to see clearly, with correction if necessary, during both day and evening hours and in potentially adverse weather conditions.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the radio and telephone.

Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 P.M., September 28, 2009.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
928.777.1347 800.748.6205 TDD 928.777.1100 Fax 928.777.1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EEO/M/F/V/H/D/NSE Posted: September 18, 2009

Mark Nietupski _____
Public Works Director

Jolaine Jackson _____
Human Resources Director

=====
MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.