



JOB POSTING

Job Title: Meter Reader I
Job No: 24-02-12
Department: Customer Service
Reports To: Customer Service Manager
Classification: Non-Exempt
Grade Scale: GS-04 **Starting Pay:** \$13.05/hr.
Posting Dates: 02/12/2024 to 02/19/2024

JOB SUMMARY

Read water meters and record consumption for commercial and residential customers for billing and collection of revenues. Identify water meter equipment problems, and perform minor water meter maintenance, repair, replacement, and installation of water meters.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(including but not limited to)*

- Receive assignments daily, reading water meters on assigned routes within allotted timeframe.
- Respond to customer inquiries.
- Locates and reads unread meters and investigate reason for unusual high-low consumption water meters.
- Repair leaks that occur at the inlet and outlet pipes and the on/off valve.
- Find and uncover meters, clean out meter boxes, and replace meter covers.
- Read meters over established route within the LVWD boundaries using computerized meter reading equipment.
- Performs turn on and cut off services for customer service work orders.
- Must be available for stand-by (on call).

REQUIRED SKILLS, EDUCATION & EXPERIENCE

- High School Diploma or GED
- One (1) year of experience in customer service, preferred meter reading.
- MS Office skills required.
- Texas Class "C" Driver's License and must have an acceptable driving record.
- Good knowledge of area geography to locate and read water meters.
- Bilingual preferred (English and Spanish)

Inquires: To apply please submit Resume and Lower Valley Water District Application to:

In Person: Monday-Friday 8:30 am to 4:00 pm
1557 FM Rd 1110, Clint Tx 79836

Email: jobs@lvwd.org



JOB POSTING

Online: <https://www.lvwd.org>