



## JOB POSTING

**Job Title:** New Installations Representative  
**Job No:** 24-05-08  
**Department:** Engineering  
**Reports To:** New Installations Supervisor  
**Classification:** Non-Exempt  
**Grade Scale:** GS-05 **Starting Pay:** \$14.60/hr.  
**Posting Dates:** 5/08/2024 to 05/15/2024

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### **JOB SUMMARY**

Performs a variety of general and complex clerical duties in support of the utility service function in a professional, effective, and efficient manner to the general public.

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

- Renders clerical services on assigned new installations applications or complaints in accordance with departmental policies and procedures.
- Provides estimates for water and wastewater customer service applications.
- Performs work orders and applications for water and wastewater services. Calculates charges for services to be performed.
- Receives customer telephone and walk-in inquiries, provides explanation of procedures for new installations, and responds to complex complaints.
- Review contracts, applications, and work orders for installation of water and sewer services for completeness.

### **REQUIRED SKILLS, EDUCATION & EXPERIENCE**

- High School Diploma or GED
- Texas Class "C" Driver's License and must have acceptable driving record.
- Two (2) years of clerical work and/or combination of training and experience.
- MS Office skills required.
- Good knowledge of basic telephone etiquette techniques.
- Good organizational skills and communication skills.
- Ability to perform basic mathematical calculations.
- 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](mailto:jobs@lvwd.org)

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