

The City of Galena Park is accepting applications for the following position.

Meter Reader

JOB SUMMARY:

Primary duties are to read, record and report customers' water meter readings. Also, interact with customers concerning their water meter; address questions; resolve complaints; report abnormal or suspicious meter conditions or usage patterns; repair and replace water meters; and perform other assigned duties.

SALARY: DOQ

ESSENTIAL JOB FUNCTIONS:

- Accurately reads consumers' water meters in accordance with an assigned schedule, route, or work order; and enters meter readings into a hand-held meter reading computer or records them manually.
- Examines meters and reports leaking, malfunctioning, damaged meters and registers, and evidence of tampering; and reports unusual observations and odors, such as gas.
- Answers general questions regarding water meters and instructs customers concerning reading meters and calculating consumptions for personal records.
- Promptly relates customers' inquiries to Water Department Superintendent, as appropriate.
- Posts service interruption and disconnect notices and turns water services on or off, as required.
- Makes field repairs to water meters and performs routine maintenance; pulls meters for testing; and cleans debris, dirt or vines away from meter boxes using appropriate equipment and tools.
- Suggests changes to improve meter reading.
- Locates water meters and assists with locating water mains.
- Assists with making emergency repairs to water utility lines.
- Maintains facilities and equipment in an efficient, clean, and safe condition.
- Demonstrates good reading, writing, listening, organizational, and communication skills.
- Works indoors and outdoors, in extreme temperatures, and in inclement weather.
- Lifts and carries up to 50 pounds.
- Climbs, crawls, kneels, squats, twists, reaches, and stoops while performing job duties.
- May be exposed to insects; odor, dust or other airborne particles; loud noises; chemical, mechanical, and electrical hazards; high, precarious work places; toxic, caustic, or acidic fumes.
- Must be available via cell phone and be readily available to assist at all times, either over the phone or by reporting to work, as needed.
- Other duties as assigned.

EMPLOYMENT REQUIREMENTS:

- Clean driving record and compliance with pre-employment conditions.
- Ability to obtain a TWIC card.
- Prior meter reading experience is a plus.

OTHER REQUIREMENTS:

- Ability to obtain either a Class "D" Water Operator's license or another designated water utility-related license during the first year of employment.

Applications can be picked up at City Hall, 2000 Clinton Drive; Galena Park, TX.