

City of DeFuniak Springs

71 US Highway 90 West
Post Office Box 685
DeFuniak Springs, FL 32435



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JOB NOTICE **METER READER – PUBLIC WORKS (CAD) DEPARTMENT**

Post Date: August 27, 2019

Close Date: Open Until Filled

FLSA Status: Non-Exempt
Starting Pay Rate: \$14 DOQ

Job Summary:

This position is responsible for semi-skilled work in performing a variety of tasks in reading meters for the city's utility systems. Typical work schedule will be Monday through Thursday from 7 a.m. till 5 p.m. Subject to be called in on a holiday or during an emergency situation.

Essential Job Functions:

- Reads water and natural gas meters on assigned route and records readings.
- Makes special readings as required.
- Performs site inspections on meters for hazardous conditions, illegal use of meters and/or connections, etc.
- Checks to insure meters are functioning properly and reports any defects.
- Cleans meter boxes, as needed.
- Connects and disconnects services as required.
- Changes out residential and commercial meters/registers as required.
- Inventories equipment, supplies and materials.
- Ensures that vehicles and equipment are properly operated and maintained.
- Assists customers in the field by answering questions and directing them to others for information.
- Assists with line spotting as required.
- Works in emergency situations and conditions as may be required.
- Adheres to work schedule and attendance requirements.
- Adheres to all safety rules and regulations.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

Knowledge, Skills, and Abilities:

Knowledge of tools and equipment utilized in meter reading. Ability to perform heavy manual labor for extended periods. Ability to recognize safety hazards in the work involved and to take precautionary measures to protect self and others. Ability to follow verbal and written instructions. Ability to project a courteous and polite attitude to the public and co-workers. Knowledge of computer systems and ability to learn and utilize meter software.

Position Qualifications:

High School Diploma or G.E.D. acquired; supplemented by two (2) years of experience performing similar functions; or an equivalent combination of education, training and experience which provides the required knowledge, skills and ability to perform the job. Requires a valid driver license, with the ability to obtain a class "A" CDL with airbrake endorsements.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace.