



TOWN OF PITTSBORO

Invites applications for the position of:

Meter Reader/Utility Service Worker

An Equal Opportunity Employer

HIRING SALARY	\$33,734 - \$37,500 Annually (Anticipated Hiring Rate)
CLOSING DATE	Open Until Filled
POSITION TYPE	Full-Time (Monday – Friday, 7:00am – 3:30pm)
DEPARTMENT	Public Utilities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reads water meters on assigned routes and records readings using a handheld computer recording device, or manually reads if needed
- Explains meter readings to citizens, answers questions of a general nature on meter readings
- Cleans meters, clears mud debris and other matter from meter cases
- Conducts special readings or re-readings as necessary to get accurate data or to identify problems such as water leaks
- Connects/disconnects meters or water service; checks to see that meters are functioning properly and reports any defects or tampering
- Repairs, replaces, and maintains water meters and boxes, investigates leaks.
- Marks water meters on assigned route for visibility
- Disconnects meters for non-payment; reinstates service upon payment
- Required to serve on-call duty on a rotating basis
- Performs related tasks as needed

KNOWLEDGE AND QUALIFICATIONS:

- High School or General Education Development Diploma (GED) is required
- Possession of a valid North Carolina driver's license and a safe driving record
- Ability and skill to use proper tools and equipment associated with water meter reading
- Ability to deal courteously and effectively with the public
- Ability to work independently and exercise sound judgment and initiative
- Ability to record meter readings accurately and input data correctly
- Ability to understand and follow oral and written instructions
- Applicant must have the ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Work is performed primarily outdoors.

- Work involves walking; talking; hearing; using hands to handle, feel or operate objects, tools, or controls; and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry objects up to 50 pounds
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.

ADDITIONAL INFORMATION:

- Review of applications will begin immediately: Recruitment will close without notice when enough qualified applications are received or all hiring decisions have been made.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Mail applications and resumes to Jennifer Eakes at P.O. Box 759, Pittsboro, NC, 27312, or email to jeakes@pittsboronc.gov