



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified applicant for the position of Utility Meter Reader.**

Under the direct supervision of the Utility Billing Coordinator in the Finance Department, The Utility meter Reader is under basic supervision and collects accurate and timely reading data of residential water meters along an assigned route; installs, removes, and replace commercial and residential water meters as needed.

## **Essential Functions:**

**NOTE: Regular attendance is considered an Essential Function for this position**

Duties include, but are not limited to:

- Read residential and commercial water meters on assigned routes and record readings, making necessary calculations.
- Determine consistency of meter readings and report unusual cases to the supervisor.
- Ensure that meters register correctly, and report to the supervisor on meter conditions, defects, or suspicious conditions.
- Required to be on-call; work evenings during high traffic cut-off and cut-on periods.
- Provide water utility customer service, including re-reading meters.
- Install (turn on) and discontinue water service.
- Operate various tools and equipment, including trucks and hand tools; perform general maintenance duties, including refueling, and make minor adjustments as necessary.
- Perform minor meter maintenance and repair duties.
- Prepare a variety of operational reports related to water meter reading activities.
- Perform other duties as assigned.
- Most work occurs outdoors in extreme temperatures, including heat, cold, temperature swings, and inclement weather. Subject to sunburn and other sun exposure reactions.
- General operational characteristics of the water meter.
- Knowledge of office administration practices, procedures, and personnel management.
- Formulate, implement, and administer policies and procedures for effective fiscal control.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors, and the public.
- Maintain regular attendance.

## **Education/Experience Required:**

- High School diploma/GED required.
- Two (2) years of experience in maintenance/construction or equivalent experience.
- Class D water license or must be able to obtain a license within one (1) year.
- Any similar combination of education and experience.

**Other Requirements:**

- Valid Texas Class C Driver's License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test and non-DOT physical.

**Department: Finance****Location: Manor, Texas****Job Status: Full-Time****Hourly Rate: \$22.74- \$24.49****Schedule: Monday – Friday, 8:00 AM – 5:00 PM****Job Close Date: Open until filled**

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St. or by mail at P.O. Box 387, Manor, Texas 78653 or by fax 512-272-8636. You may visit our website at [www.cityofmanortx.gov](http://www.cityofmanortx.gov).

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City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please get in touch with the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**