

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Meter Reader I (192-2)
LOCATION: Craven County Water Department
HIRING RANGE: \$24,943 - \$26,140
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: July 2, 2015
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

This position performs field technical work for the County Water Department reading water meters and recording consumption, installing and repairing meters and associated equipment, and initiating and terminating service.

ESSENTIAL JOB FUNCTIONS

Reads water meters on an assigned route and records readings. Makes special readings, or re-readings as required. Searches for leaks. Activates or deactivates meters, according to work orders. Checks to see that meters are functioning properly and reports defects. Repairs damaged or malfunctioning meters or meter boxes. Clears mud, debris and other matter from meter cases. Performs preventive maintenance to valves and other fixtures. Installs or replaces meters or valve boxes. Confers with utilities customers to explain problems and resolutions involving meters and associated fixtures. Locates and identifies water line routes and meters. Locates, identifies and disconnects illegal hookups. Maintains activity and meter records. Makes simple arithmetical calculations rapidly and accurately. Requires extensive walking and/or driving in a light truck. Lifts up to 50 lbs. frequently. Requires agile maneuvering, in and out of, below ground vaults and/or trenches. Distinct communication with office and other field personnel via mobile or portable radio. Complete dexterity in the use of hand tools to clear mud and other matter from meters and repair of meters and attachments.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school or equivalent. Some experience preferred in meter reading and public contact work; or any equivalent combination of experience and training. Working knowledge of the geography and street/road locations within Craven County. Must perform manual tasks all day outdoors in inclement weather. Possession of a valid North Carolina driver's license.

ADDITIONAL JOB FUNCTIONS

Ordinarily employee follows designated routes, receiving specific instructions from, and referring unusual questions to, a superior.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Belinda Coombs at 252-636-6616.

Craven County is an Equal Opportunity Affirmative Action Employer.

