

**THE WATER WORKS & SEWER BOARD
OF THE CITY OF SELMA**

*Please apply at the Administrative Office
1600 Selma Avenue Selma, Alabama 36701*

POSITION: METER READER

PURPOSE: TO ESTABLISH AN ELIGIBLE REGISTER OR FILL PRESENT AND FUTURE VACANCIES WITH THE WATERWORKS AND SEWER BOARD OF THE CITY OF SELMA

MINIMUM SALARY: \$27,976.00
MAXIMUM SALARY: \$31,490.08

POSTING DATE: May 9, 2023
CLOSING DATE: May 23, 2023

FRINGE BENEFITS INCLUDE MEDICAL INSURANCE, RETIREMENT, PAID VACATION, HOLIDAYS AND SICK LEAVE.

JOB REQUIREMENTS

- Records water meter readings on an assigned route; records data
- Inspects meters for signs of tampering, vandalism, and theft of utility services; cleans meter boxes daily.
- Clears overgrown vegetation, obstacles, and hazards from meters blocked by structures such as porches or decks to the supervisor.
- Responds to customer complaints; resolves problems or notifies supervisor.
- Rereads meters as necessary to get accurate data or to identify problems such as water leaks.
- Washes and maintains service truck.
- Performs service work when needed.
- Reports leaks, broken locks and customer moves.
- Disconnects service for non-payment; hangs reminder tags for non-payment; sets up new accounts and connects service.
- Valid Alabama Driver's License .
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Board policies and procedures pertaining to the reading of water meters.
- Knowledge of the mechanical functions of water meters
- Knowledge of the location of city streets and meters.
- Skill in performing basic mathematical calculations.
- Skill in the use of various meter-reading and meter testing equipment and hand tools.
- Skill in operating a motor vehicle.
- Skill in oral and written communication.

Applications are available Monday – Friday 8:30 a.m. – 4:30 p.m. 1600 Selma Avenue, Selma, AL 36701. Applications are also available on the Selma Water Works and Sewer Board website.

Email Resumes/Applications: clisha14@selmawaterworksandsewer.com

AN EQUAL OPPORTUNITY EMPLOYER

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA PROVIDES A PUBLIC PERSONNEL SYSTEM BASED ON MERIT PRINCIPLES. IT STRIVES FOR THE CONSTANT IMPROVEMENT TO THE PUBLIC SERVICE BY EMPLOYING AND DEVELOPING THE BEST QUALIFIED PEOPLE AVAILABLE, REGARDLESS OF THEIR RACE, COLOR, CREED, SEX, POLITICAL BELIEFS, NATIONAL ORIGIN, OR DISABILITY.

DRUG FREE

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA IS A CERTIFIED DRUG-FREE WORKPLACE.