



JOB POSTING

CITY OF BELLMEAD

WATER METER READER SUPERVISOR– Public Works Department

Full Time Position

Monday – Friday

7:30 a.m. – 4:00 p.m. and as necessary

Salary: Starting Salary \$15.00 per hour

Job Description: Provide supervision and direction over the semi-skilled utility meter readers; prioritize and assign work; track and service work orders; manage and covers assigned routes and takes readings of meter dials; records reading on meter cards or inputs data into hand-held micro-computing device to provide needed information for utility billing or other related action; note and report any unusual changes in consumption, location or malfunctions such as leaks or damaged meters.

Essential Duties:

- Plan and prioritize the assigned work duties of water meter readers
- Train new employees on the clerical operations, equipment and devices
- Travels assigned routes and takes readings of meter dials; inputs data into handheld microcomputer devices
- Inspects meters and connections for defects, damage and unauthorized connection or use; report's findings to supervisor
- Tags doors and disconnects water service to delinquent non-paid accounts
- Rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption
- Calculates consumptions
- Assists in the maintenance and repair of meters; replaces defective meters; tests meters for accuracy
- Maintains assigned tools and equipment
- Perform other duties as assigned

Required Minimum Qualifications

- Graduation from high school or equivalent
- Two years experience preferred
- Valid Texas Drivers license

Special Requirements

- Ability of operate tools and equipment to include: pencil or micro-computing device, hand tools, motor vehicle, calculator, and portable bilge pump

Physical Demands/Work Environment:

- Work is performed Monday – Friday, 7:30 a.m. – 4:00 p.m. and on call as needed
- Subject to standing, walking, bending, reaching, and lifting of objects up to 25 pounds or more
- Exposure to increment weather conditions

E.E.O.

The City of Bellmead is an equal opportunity employer, seeking to strengthen its staff with a broad range of candidates.

Submit Application and Resume to:

City of Bellmead

Attention: Human Resources Department

3015 Bellmead Drive

Bellmead, TX 76705-3030

Or

Email application and Resume to:

Tervin@bellmead.com