



Position Title: Meter Reader I

Reports to: Director of Field Operations

Supervisory Duties: Not Applicable

Pay Range: \$2,740 – \$3,500 per month (\$15.81 to \$20.19 per hour)

Closing Date: Open until filled

General Duties/Requirements:

The Meter Reader I works under the general direction of the Director of Field Operations. This position serves as the primary meter reader for Thurston Public Utility District (PUD). The position also performs a broad range of manual labor to support the PUD. Duties may include, but are not limited to:

The ideal candidate profile includes:

- Ability to communicate information clearly and concisely to a variety of audiences, including but not limited to, customers, field and office employees, and management.
- Team player with ability and desire to accept direction from others.
- Ability to be organized and complete paperwork in a timely manner.
- Prompt and time sensitive.
- Ability to multitask and follow directions.
- Safety conscious and committed to safe work practices.
- Ability to provide high level of customer service at all times.
- Accurately read water meters in a timely manner ability and efficiently operate the PUD's meter reading equipment.
- Accurate mathematical calculations and analysis.

Essential Job Functions:

- Ability to manually accurately read water meters using the PUD's meter reading tools and software within assigned time constraints for the meter reading schedule.
- Perform ground maintenance operating weed whackers, lawn mowers and hand tools to maintain Thurston PUD's water systems grounds.
- Perform building maintenance to include normal maintenance of structures like, but not limited too, roofing, hanging doors, pressure washing, and painting.
- Provide manual labor to support field staff including, but not limited to, digging and installing water meters and water lines.
- Read, replace, insulate, and maintain all PUD meters and meter boxes.
- Perform water sampling when required.

- Operate light-duty trucks in picking up and delivering materials or supplies, and collecting and removing debris as assigned.
- Proficiently operate all assigned equipment and vehicles to perform operations within the capacity of the machine to accomplish required work.
- Work in accordance with safety practices and procedures.
- Shut off water for non-payment of bills.
- Respond properly to customer complaints and be able to resolve conflict.
- Distribute chemicals to systems.
- Perform basic checks of water systems.
- Maintain paperwork.
- Ability to work on computerized systems using Microsoft Suite programs.
- Perform safe work practices.
- Keep vehicle clean and properly maintained.
- Perform overtime and on-call duties as needed.
- Must have the ability to work in small spaces for extended periods of time.
- Must have the ability to drive up to 200 miles or more a day and frequently enter and exit a vehicle and walk, up to a mile, on uneven, steep, or marshy terrain.
- Must be able to work dexterously using multiple hand and power tools, and equipment, for extended periods of time.
- On-call 24 hours a day, seven days a week.
- Must be able to work standing, sitting or lying down for extended periods of time in all types of weather and temperatures.
- Must have the ability to walk up to 15 miles a day and bend, stoop and manipulate tools and equipment with dexterity.
- Other duties as required.
- Be a team player with ability and desire to accept direction from others.
- Perform extensive driving safely on the interstate and other highways, and in rural areas.
- Ability to work under pressure, handle multiple tasks and meet deadlines.

Work Environment: Work is primarily performed outdoors and may include exposure to inclement weather conditions and environmental/seasonal allergens.

Level of Authority: Expected to perform routine assignments independently.

Required Knowledge/Skills/Abilities

- Accuracy in reading meters and using PUD equipment.
- Prompt and time sensitive.
- Safety conscious and committed to safe work practices.
- First Aide Card is desired, but not required.

Minimum Qualifications

- High School Diploma or GED.
- Current and valid Washington driver's license with a driving record acceptable to the PUD's insurance carrier.
- Required to lift in excess of 75 lbs.
- Chosen candidate will be required to provide at least one year's proof of a safe driving record from state.

EMPLOYMENT

Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Salary: Starting – \$ Ending – \$	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Salary: Starting – \$ Ending – \$	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Salary: Starting – \$ Ending – \$	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Salary: Starting – \$ Ending – \$	Position: Duties:

May we contact your present and/or your former employers? Yes No

What position are you applying for? _____ Desired Wages/Salary: \$ _____

Are you able to perform the essential functions of the position with or without accommodation? Yes No

Are you legally eligible for employment in the United States? Yes No

If necessary for the job, are you able to work overtime or serve on call? Yes No

If you are offered a position with the PUD, after how many days will you be able to report to work? _____ days

If you are applying for a position where you will be expected to drive on duty, do you have, or can you obtain, a valid Washington State Driver’s License?
 Yes No Not Applicable

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 Please list four references unrelated to you (include employers, supervisors, or coworkers, business association, etc.).

Name	Occupation	Address	Contact Number

SKILLS AND QUALIFICATIONS

Please indicate if you have any of the qualifications/certifications listed below.

First aid/CPR Certification? Yes No If yes, expiration date: _____

Class A CDL Driver's License? Yes No If yes, expiration date: _____

Waterworks Operator Certifications? Yes No

Cross Connection Control Certification? Yes No

If yes to the above question, please list license number(s), designation, and level achieved: _____

Clerical/Office Experience

Please list the names of the computer software programs in which you are proficient.			
Please list any experience you may have in cashiering, customer service, and records management capacities.			
Please list any experience you may have in bookkeeping or accounting capacities.			
How many WPM are you able to type?		Are you proficient with a ten-key calculator? (yes or no)	

Professional/Technical Experience

Please list any experience you may have in a managerial capacity, which includes the supervision of employees.			
Please list any technical experience you may have related to engineering, surveying, electronics, computer networking/programming, telecommunications, etc. Please include how many years of experience you have.			

Craft/Maintenance Experience

Please list any craft and/or maintenance experience you may have related to water system treatment, pump and water system maintenance, telemetry and labor work such as landscaping, meter reading, mechanics, equipment operation, etc. Please include how many years of experience you have.			
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Please list any experience you may have with specific equipment or machinery (i.e. backhoe/front end loaders, vactors, trenchers, forklifts, cranes, calibration equipment, welders, etc.)	
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Please list any specific training you have completed that isn't already listed on this page or the previous page.

Please list any special qualifications or skills that you believe would help you succeed in this position.



To the best of my knowledge, the information herein is true and complete. If necessary for employment, I agree to provide my birth certificate or other proof of authorization to work in the United States. I understand that I may be required to have a physical examination as a part of the hiring process. I further understand that I may be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver License. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. I understand that nothing in this application or my communications with any Thurston PUD official is intended to create an employment contract between Thurston PUD and me.

Signature of Applicant

Date



Please return this application along with any supporting documents (if required) to Public Utility District No. 1 of Thurston County (Thurston PUD) at:

Thurston PUD
 1230 Ruddell Road SE
 Lacey, WA 98503
 Fax: (360) 357-1172
 E-Mail: PUDcustomerservice@thurstonpud.org