

**FEBRUARY 24, 2010**  
**PUBLIC JOB NOTICE**

Applications for a **PART-TIME/TEMPORARY METER READER IN THE INFORMATION SYSTEMS DEPARTMENT** will be received in the office of the Human Resources Director until 5:00 P.M., **MARCH 9, 2010**.

Prior to preparing an application, all prospective applicants are requested to review the qualifications section of the attached Job Description to compare their skills to those required of the Job Holder. The applications should be prepared following instructions in the letter given out with the application blank.

Application forms may be picked up in the Human Resources Director's office, Suite 107, First Floor, City Hall, Monday through Friday from 8:00 A.M. to 5:00 P.M., through **MARCH 9, 2010**.

**RATE OF PAY: \$15.42 PER HOUR.**

**MUST HAVE A HIGH SCHOOL DIPLOMA WITH ADDITIONAL TRAINING IN COMPUTER AND/OR ELECTRONIC EQUIPMENT.**

**MUST HAVE A CURRENT, VALID DRIVER'S LICENSE AND HAVE A SAFE DRIVING RECORD.**

**MUST BE ABLE TO WALK LONG DISTANCES FOR LONG PERIODS OF TIME.**

**MUST BE ABLE TO LIFT METER COVER LIDS WEIGHING UP TO 100 POUNDS.**

**MUST BE ABLE TO ENDURE PROLONGED EXPOSURE TO DISAGREEABLE WEATHER CONDITIONS SUCH AS HEAT, COLD, RAIN, OR SNOW.**

*Applications from this posting may be used for 180 days to fill similar openings in this department.*

<b>*NOTE - ONLY STATUTORILY REQUIRED BENEFITS APPLY TO PART-TIME AND/OR TEMPORARY POSITIONS.</b>
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**\*SEE ATTACHED JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.**

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**Barry Brewer**  
**Human Resources Director**

The City of Florence does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. The City of Florence is an EQUAL OPPORTUNITY EMPLOYER.

**SUBJECT TO POST-OFFER, RANDOM SAMPLING, POST-ACCIDENT, REASONABLE CAUSE, AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING AS REQUIRED BY THE DEPARTMENT OF TRANSPORTATION AND/OR THE CITY OF FLORENCE.**

# City of Florence

## JOB DESCRIPTION

Job Title: Part-time Meter Reader  
Reading Foreman

Job Number: IS-05A

Department: Information Systems

Section: Meter Reading

Immediate Supervisor: Meter

### **JOB SUMMARY:**

**To read and electronically record accurately for billing purpose the utility's electric, gas and water meters and related work as required.**

### **RESPONSIBILITIES AND DUTIES:**

- Accurately reads and electronically records electric, gas and water meter reads on schedule.
- Checks for accuracy of meter numbers and other data, including correct meter information and classification of service(s).
- Electronically reports and/or notes any irregularities – including broken/improper meter seals/locks, stopped meters, leaking meters, broken covers, damaged dials, meter tampering, safety hazards, and any other conditions relating to the utility's system (other than meters) that deems necessary to report (to include situations pertaining to health hazards etc.).
- Responsible for reading of meters in a logical reading order
- Responsible for check reads and/or return to read. Example (as skipped, covered, vehicles over, etc.).
- Works approximately 15 – 40 hours per week as needed.

- Assists other meter reader with larger routes or when there is an extra route to read due to illness or vacations, etc.
- May be necessary to remove water/dirt from meter pits/boxes in order to obtain reading(s).
- Exercises caution and safety while driving.
- Exercises courtesy and respect to public and customers.
- Exercises caution on customers' property to prevent damages.
- Responsible for assigned vehicle's servicing and appearance.
- Assumes additional related responsibilities and duties as required by utilities management.

**EQUIPMENT USED:**

Electronic hand held computer. Uses company-owned vehicle and communication equipment on assigned job. Uses vice-grips, hooks, piers, screwdriver or other tools/equipment required to accurately read meter(s). Use of binoculars may be necessary; however, binocular reading is not encouraged. Dipping cans and a small scoop will be used to remove water or dirt from meter boxes. Use of a metal detector to locate metering pits/boxes.

**SUPERVISION-EXERCISED:**

None

**SUPERVISION-REQUIRED:**

Receives assignments through meter reading foreman or leadman and meter reading administration.

**EDUCATION AND EXPERIENCE:**

High school diploma to include basic computer and/or electronic equipment. Must be experienced driver and possess a safe driving record.

**ESSENTIAL KNOWLEDGE AND ABILITIES:**

Must have computer knowledge. Preferred knowledge of Florence Utilities' policies pertaining to its customers and the county area of services. Must be able to follow assigned work schedule. Must be able to cooperate well with people and maintain good relations with customers, public and other employees. Must have both written and oral communications abilities. Must be able to effectively communicate with co-workers, supervisors, and the general public. Must have knowledge of safe driving practices and ability to abide by laws regulating the operation of motor vehicles. Must have ability to operate communication equipment.

### **PHYSICAL DEMANDS:**

Must be able to walk long distances for long periods of time. Requires reaching overhead, stooping, kneeling, and crawling. Must be able to lift meter cover lids sometimes weighing up to 100 lbs. Must be able to read meters accurately with or without corrective lenses. Must be able to punch meter readings into handheld meter reading device. Must be able to perform duties using assigned tools and equipment.

### **ENVIRONMENTAL CONDITIONS:**

Assigned work is outside regardless of the weather conditions to include hot, cold, rain and snow for prolonged periods. Jumping over or crawling through fences may be required. Walking through tall grass and weeded areas. Threat of dogs and other animals.

### **MATH SKILLS:**

Requires mathematical development to be able to add, subtract, multiply and divide units of measure.

### **LANGUAGE SKILLS:**

English language skills to the point to be able to read instructions, reports, complaints, work assignments, etc. Must be able to clearly communicate with public, customers and others.

### **LICENSING, REGISTRATION AND/OR CERTIFICATION:**

Valid driver's license. No special professional license presently required.

### **Essential Functions Of Job**

- Accurately reads and records electric, gas and water meter readings on prescribed schedule.
- Checks for accuracy of meter numbers and other data, including correct meter information and classification of service(s).
- Reports and/or notes any meter irregularities found.
- Reports and/or notes all irregularities found at customers locations.
- Locates customer locations/meters from postal address
- Walks long distances over uneven terrain.
- May have to climb over fences to access meters.
- Must work in all weather conditions (hot, cold, rain, snow, etc.).
- Must be able to communicate over two-way radio.
- Bends, stoops, climbs, etc. to obtain meter readings.

- Removes water/dirt from meter pits/boxes in order to obtain reading(s).
- Exercises caution and safety while driving.
- Exercises courtesy and respect to public and customers.
- Exercises caution on customers' property to prevent damages.
- Responsible for assigned vehicle's servicing and appearance.
- Work hours are between 7:30 a.m. and 3:30 p.m. Monday through Friday and overtime when necessary.
- Lift and remove/replace meter lids sometimes weighing up to 100 lbs.

The City of Florence encourages all candidates to make known any accommodations needed during the process of making application for positions with the City, whether it be making available materials in larger print, furnishing someone to help fill out an application or read a job description, or other accommodations. In order for us to make arrangements for some accommodations, such as a qualified sign interpreter, we request a 48-hour notice in order to best serve these needs.

#### SUGGESTIONS FOR FILLING OUT YOUR APPLICATION

Feel free to complete your application while here; or you may take your application home if you prefer, but be sure that you know the date by which it must be returned since applications cannot be accepted after the cut-off date.

It will be helpful to study the description, prerequisites and essential functions sheet of the job for which you are applying before filling out the application. Make sure you carefully and completely report your education, training, and experience so that it is clear how they have helped to qualify you for this specific job. It is extremely beneficial if you attach a separate sheet listing all experience that may have prepared you for the position, whether it is classes, hobbies, volunteer work, or paid employment.

#### OUR APPLICATION PROCESS

The application you submit will be considered only for this one position. If a similar job becomes available at a later date, you will need to reapply by submitting another application in order to be considered for that job.

Selections for vacant City of Florence positions, both open and promotional, are made as follows:

1. Job vacancies for DEPARTMENT HEADS are posted for ONE MONTH.
2. Job vacancies for other positions are first posted internally for 5 days, and then are posted externally for ten (10) business days.
3. After the closing date of posting, the Human Resources Director screens the applications, selecting the most qualified candidates in the following areas as they are relevant to the particular job requirements:

**EDUCATION** (For example, if a high school diploma or GED is necessary, then only those people showing at least this educational level or equivalent experience will be considered qualified in this factor.)

**SKILLS** (Operating various kinds of heavy equipment, typing, computer skills, etc.)

**KNOWLEDGE** (Don't forget classes, hobbies, or self-study)

**WORK EXPERIENCE** (Don't omit volunteer work), and

**RESIDENCY (Some positions require)**

**OTHER JOB REQUIREMENTS (such as a valid driver's license, ability to transport boxes weighing 100 lbs. on a frequent basis, certification in welding, ability to work from 8 a.m. until 5 p.m. five days a week, etc.).**

**IN OTHER WORDS, IF YOU DON'T LIST IT, WE DON'T KNOW IT!**

4. \*The most qualified job applicants as determined from the applications, resumes, and any other supporting materials submitted will be referred to the departmental supervisor for further review by interviews and reference checks.

**NOTE: If driving is a requirement of the job, you will need to provide the requested driver's license information on the application. If special certification is required, you should provide a copy of the certificate at the time you submit your application.**

5. \*The best-suited applicant will be chosen for the position.
6. \*If you are not contacted for an interview within ten to fourteen days of the closing date of the announcement, you can assume you were not among the applicants selected for possible interview.
7. \*If you are interviewed, you will be notified, usually by letter, whether you have been selected or not.

Thank you for your interest in applying for employment with the City of Florence. Don't be discouraged if you are not selected for one job; be sure to apply for other jobs for which you are qualified as they are posted. Our openings are posted on the City's web site ([www.florenceal.org](http://www.florenceal.org)), or you can call us at 256-760-6360 to find out what positions are available.

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**Barry Brewer**  
**Human Resources Director**