

PAJARO/SUNNY MESA

COMMUNITY SERVICES DISTRICT

136 San Juan Road Royal Oaks, CA 95076

(831) 722-1389 • (831) 663-2181 • Fax (831) 722-2137

info@pajarosunnymesa.com

Organization Type: Public Water Agency

Job Category: **Meter Reader/Maintenance**

Location: Royal Oaks, California

Job Status: Part-time (two 40-hour weeks per month)

REQUIREMENTS

- Valid Driver's License
- Clean Driving Record-DMV Printout
- Required to Pass a Drug Screen
- Ability to Pass Pre-Employment Physical
- Clear Background Check

KNOWLEDGE AND SKILLS: Good communication skills, ability to provide excellent customer service, maintain accurate records, understanding and following written and oral directions, safe work practices.

DUTIES: Under general supervision, reads water meters on assigned routes and records readings. Inspects meters to ensure proper registration and reports on conditions such as malfunctioning and improperly installed meters and suspicious conditions. Installs, replaces, and repairs meters as needed. Performs leak investigations, informs customer of results, makes minor repairs in the field, or prepares work orders when necessary. Connects or disconnects water services according to work orders issued by Customer Service Department. Reports violations of the rules and regulations governing water consumption or conditions that may necessitate a change in rate for the service rendered. Shuts off service to customers with delinquent bills and restores service once payment arrangements are satisfied. Delivers and hangs door notifications at assigned addresses issued by Customer Service Department. Cleans dirt and weeds, trims bushes and trees in and around meter boxes. Identifies addresses for new water utility billing. Tactfully responds to and documents inquires and complaints from the public. May perform hydrant and residential flow tests. Utilize safe work practices and safety methods related to the work. Good record keeping. Operate and maintain a wide variety of hand and power tools and equipment related to work assignments. Operate assigned vehicles skillfully and safely. Performs various office administrative and maintenance duties as required.

SALARY: \$24.66 per hour

FOR MORE INFORMATION AND TO APPLY: submit resume to info@pajarosunnymesa.com or in person at 136 San Juan Road, Royal Oaks CA 95076