

CRESCENTA VALLEY WATER DISTRICT

TEMPORARY METER READER

Crescenta Valley Water District has an immediate opening for a temporary Meter Reader. Under supervision of the Customer Accounts Manager, the Meter Reader reads and records readings of water meters on an assigned route, reports leaks and damage to meters or boxes, may make routine repairs, and perform other duties as assigned.

Essential Functions

- Drives to and walks preset routes to read residential and commercial water meters on an assigned route.
- Accurately enters readings into handheld devices.
- Reports meter leaks or damage to meter boxes.
- Receives and reports complaints.
- May install new water meters and replace broken meter lids and keep records of replacement.
- Handle routine turn on or disconnection of water service per customer request or in case of delinquency.
- Investigates and reports on high or low water consumption problems.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

The ideal candidate will have knowledge and abilities to:

- Read water meters and maintain accurate records.
- Perform basic maintenance and repairs on meters.
- Drive a vehicle safely.
- Follow oral and written directions.
- Perform arithmetic calculations.
- Communicate tactfully and courteously with the public.
- Operate District vehicles and equipment in water system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Work in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicate orally with District staff in face-to-face, one-to-one settings.
- Stand and walk for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Salary and Benefits:

- \$22.47 per hour
- Workers Compensation Insurance
- 3 sick days annually

Work Location:

**Glenwood Operations Plant
3730 Glenwood Avenue, Verdugo City, CA 91046**

Filing Deadline:

Friday, September 27, 2019 at 4:00 p.m. or until filled.

Application forms are available online at the District website www.cvwd.com or at the Main Office. All applications should be returned to the District's Main Office at 2700 Foothill Blvd., La Crescenta, CA 91214. Resumes will not be accepted in lieu of District application forms.

An Equal Opportunity Employer