



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 07.05.2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date. Applications for Employment are available at the 555 So Section Street, Monday through Friday, from 7:00 a.m. to 4:00 p.m. or online at www.cofairhope.com. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

Position Information

Job Title: **Meter Reader** Department: **Revenue**

Job Status: Regular Full-Time Temporary Full-Time
 Regular Part-time Temporary Part-Time

Standard Scheduled Hours: **8:00 a.m. – 5:00 p.m.** Days to be Worked: **M – F**

Starting Pay Rate: **\$14.81 - \$19.25 /hour** Pay Grade 19

Position Description: General nature/purpose of work: The purpose of this position is to physically observe, read, and record utility meter numbers on assigned routes or areas to turn on/off service to customers as required.

Primary Responsibilities Include:

Reads customer utility meters	Creates new utility accounts to be read
Creates daily job work orders for customer utility services	Loads and unloads hand held utility meter reading systems
Changes utility meters for customers	Performs duties of Customer Service Representative as required

Minimum Requirements: Graduation from a standard senior high school, or the successful completion of the General Educational Development (GED) test

Special Requirements: Must obtain and maintain an Operating Qualification Training (OQT) certificate every three (3) years as required by Pipeline Safety; Must possess a valid driver’s license from state of Alabama

Knowledge, Skills and Abilities: Knowledge of Fairhope utility customer streets and subdivisions.

Skill at data entry. Ability to interact with utility customers. Ability to manage and maintain a comprehensive and detail record keeping system. Ability to learn Munis computer software. Ability to learn and interpret the policies, procedures, rules and regulations of the City of Fairhope pertaining to utilities. Ability to maintain effective working relationships with the Revenue and Billing Superintendent, customer Service Representatives, other city employees, business owners and managers, and the general public. Ability to work outside in the heat and cold.

Date of Announcement: 7/24/2017

Closing date for Applications: Until filled

Human Resources

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.