

Post Date: October 1, 2018
Removal Date: October 12, 2018

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Meter Reader
DEPARTMENT: City Clerk Department
HOURS: 40 Hours per Week
SALARY: Grade 7 (Range \$19,760.00 - \$28,080.00)

DUTIES: (Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Walks or drives city vehicle over established route and takes readings of meter dials.
- Inspects meters and connections for defects, damage, and unauthorized connections.
- Indicates irregularities on forms for necessary action by public works staff or makes repairs as needed.
- Verifies readings to locate abnormal consumption and records reasons for fluctuations.
- Turns service off for non-payment of charges in vacant premises, or on for new occupants.
- Collects bills in arrears.
- Issues notices to customers as required.
- Meets daily quota with minimal rereads.
- Assists with rereading of meters.
- Returns route book to office for billing purposes.
- Keeps city vehicle clean and maintained.
- Any other duties as required by the Utilities Services Manager.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

MINIMUM EDUCATION AND EXPERIENCE: High School diploma or (GED) equivalent. Two (2) years' experience in general clerical work and customer service. An Associate's degree (A.A.) may be substituted for work experience. Must be proficient in Microsoft Excel and Microsoft Word.

REQUIRED DOCUMENTS: Must maintain a valid Mississippi driver's license.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Lekeisha Hill, Human Resources Generalist at Gautier City Hall.

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



METER READER

Department:	City Clerk Department	Pay Grade:	7 (Schedule 2080)
Reports To:	Utility Services Manager	Exempt (Y/N):	N
Competitive (Y/N):	N		

SUMMARY:

Reads gas or water meters and records volumes used by residential and commercial consumers by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Walks or drives city vehicle over established route and takes readings of meter dials.
- Inspects meters and connections for defects, damage, and unauthorized connections.
- Indicates irregularities on forms for necessary action by public works staff or makes repairs as needed.
- Verifies readings to locate abnormal consumption and records reasons for fluctuations.
- Turns service off for non-payment of charges in vacant premises, or on for new occupants.
- Collects bills in arrears.
- Issues notices to customers as required.
- Meets daily quota with minimal rereads.
- Assists with rereading of meters.
- Returns route book to office for billing purposes.
- Keeps city vehicle clean and maintained.
- Any other duties as required by the Utilities Services Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one on one and small group situations to customers, clients and other employees of the city.
- Ability to add and subtract with two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of United States currency and standard weight, volume and distance measurements.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Must possess and maintain a valid Mississippi vehicle operator's license and be insurable by the city's insurance provider.

SUPERVISORY RESPONSIBILITIES:

None

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



City of Gautier

Office of Human Resources
3330 Highway 90 • Gautier, MS 39553
228.497.8000/ (Fax) 228.497.8028
Email: hr@gautier-ms.gov



VERIFICATION OF PREVIOUS METER READER WORK EXPERIENCE

Note to Applicant: Complete this section and submit to your previous employer for verification of your work experience.

DATE: _____ POSITION APPLIED FOR: _____
TO: _____ FROM: _____ (Applicant Name)
COMPANY: _____ PREVIOUS NAME: _____ (If applicable)
ADDRESS: _____

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

Applicant Signature _____ Social Security Number _____ Date(s) of employment _____

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Office of Human Resources
3330 Highway 90
Gautier, MS 39553
Fax: (228) 497-8028

Date of Employment: _____ Last Date of Employment: _____

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Table with 5 columns: Employee's Position/Title, Briefly describe duties of position, Date employee began position, Date employee ended position, Indicate if Full-Time or Part-Time Status

Completed by: _____ Title: _____

Signature: _____ Date Completed: _____

Post Date: October 1, 2018
Removal Date: October 12, 2018

Screening Schedule

METER READER (City Clerk Department)

Advertise Oct. 1, 2018 – Oct. 12, 2018
Post Oct. 1, 2018
Cut-Off Date Oct. 12, 2018
(Application packet is to be submitted to the Office of Human Resources by 5:00 pm)
Eligibility List Compiled Oct. 15, 2018
Applicant to Call (228) 497-8000 after 2:00 p.m. for Eligibility Determination
CSC receives Eligibility List for Approval..... Nov. 8, 2018
Interviews To be scheduled at a later date

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 * FAX: 228-497-8028

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application)	Date of Application	
Last Name	First Name	Middle Name
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)		
Daytime Phone #: _____		Evening Phone #: _____
Email (if checked daily):		
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:		
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES		
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES License #:		State:
Commercial –Class:		
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES		Date available for work:
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES		
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>		
<i>If Yes, please explain.</i>		
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES		
If Yes, please describe.		
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES		
If yes, please give name(s) and relationship(s).		

EDUCATION *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____ Date: _____

Applicant Received
Screening Schedule _____

Application Received _____ Date/Time _____



METER READER

While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must frequently lift and/or move 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or general education degree (GED) equivalent. Two (2) years related experience and/or training is preferred.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.