

WILLIAM LANTIGUA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

*City of Lawrence  
Personnel Department  
City Hall Room 303  
200 Common Street  
Lawrence Massachusetts 01840*

TEL: (978) 620-3060  
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## EMPLOYEE JOB POSTING

**TITLE:** HEAD METER READER/INSPECTOR  
**DEPARTMENT:** DPW-WATER  
**PAY GRADE** \$1,013.78 per week

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**DUTIES:** Supervises a staff of inspectors. Assigns, supervises and reviews work of meter readers/inspectors; trains personnel; makes decisions when required; and performs related administrative work. Reads water/sewer meters and records readings on meter cards and other devices for the purpose of billings (special and regular). Handles consumer complaints regarding (hi/low) consumption, rechecks readings as needed, and performs inspections for leaks related to usage of water, and related duties.

**Qualifications:** Good mathematical skills. High School Diploma or equivalent. Supervisory skills. At least one year experience as supervisor. Bilingual Spanish/English preferred.

**Appointing Authority:** \_\_\_\_\_  
**William Lantigua, Mayor**

**Posting Date:** FEBRURY 2, 2010

**Deadline:** UNTIL FILLED

### **APPLICATIONS AVAILABLE IN THE PERSONNEL OFFICE**

*The City of Lawrence is an Equal Opportunity employer  
Full Job Description and Application available at the City of Lawrence Personnel Department.*

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.