

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
FAX: (978) 722-9130
www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Inspector/Meter Reader
Department: Water - DPW
Pay: \$16.04/hr (\$641.83/wk)
Union: Fireman's & Oiler's

Duties: Under general supervision of the Head Meter Reader, responsible for the timely reading and recording of all City residential and commercial water meters. Inspect meters and services for proper operation.

- Read and record interior and exterior water meters of residential and commercial customers along designated routes. Submit readings to office personnel at completion of daily routes. Obtain final readings on sold properties and submit to office personnel.
- Respond to routine customer inquiries, requests and complaints related to meter readings, water consumption and related issues within authority referring unresolved issues to supervisor. Conduct inspections of property and water system to detect leaks or other sources of high water bills.
- Notify supervisor of meter tampering damage and related problems encountered on meter routes.
- Place seals on meters and perform related duties as assigned.

Qualifications:

Duties require knowledge equivalent to completion of four years of high school. Work requires 1-6 months of related experience.

Independent Action:

Performs meter readings in conformance with Department procedures and schedules. High meter readings and meter tampering are referred to supervisor.

Appointing Authority: _____

William Lantigua, Mayor

Posting Date: FEBRUARY 2, 2010

Deadline Date: UNTIL FILLED

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE

The City of Lawrence is an Equal Opportunity Employer

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