

**THE WATER WORKS & SEWER BOARD
OF THE CITY OF SELMA**

*Please apply at the Administrative Office
1600 Selma Avenue Selma, Alabama 36701*

POSITION: METER READER

PURPOSE: TO ESTABLISH AN ELIGIBLE REGISTER OR FILL PRESENT AND
FUTURE VACANCIES WITH THE WATERWORKS AND SEWER
BOARD OF THE CITY OF SELMA

MINIMUM SALARY: \$27,976.00
MAXIMUM SALARY: \$31,490.08

POSTING DATE: May 9, 2023
CLOSING DATE: May 23, 2023

FRINGE BENEFITS INCLUDE MEDICAL INSURANCE, RETIREMENT, PAID
VACATION, HOLIDAYS AND SICK LEAVE.

JOB REQUIREMENTS

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- Records water meter readings on an assigned route; records data
- Clears overgrown vegetation, obstacles, and hazards from meters blocked by structures such as porches or decks to the supervisor.
- Inspects meters for signs of tampering, vandalism, and theft of utility services; cleans meter boxes daily.
- Responds to customer complaints; resolves problems or notifies supervisor.
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- Washes and maintains service truck.
- Rereads meters as necessary to get accurate data or to identify problems such as water leaks.
- Performs other related duties when needed.
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- Reports leaks, broken locks and customer moves.
- Valid Alabama Driver's License
- Disconnects service for non-payment; hangs reminder tags for non-payment; sets up new accounts and connects service.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the mechanical functions of water meters
- Knowledge of Board policies and procedures pertaining to the reading of water meters.
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- Skill in the use of various meter-reading and meter testing equipment and hand tools
- Knowledge of the location of city streets and meters.
- Skill in performing basic mathematical calculations.
- Skill in operating a motor vehicle.
- Skill in oral and written communication.

Applications are available Monday – Friday 8:30 a.m. – 4:30 p.m. 1600 Selma Avenue, Selma, AL 36701. Applications are also available on the Selma Water Works and Sewer Board website.

Email Resumes/Applications: clisha14@selmawaterworksandsewer.com

AN EQUAL OPPORTUNITY EMPLOYER

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA PROVIDES A PUBLIC PERSONNEL SYSTEM BASED ON MERIT PRINCIPLES. IT STRIVES FOR THE CONSTANT IMPROVEMENT TO THE PUBLIC SERVICE BY EMPLOYING AND DEVELOPING THE BEST QUALIFIED PEOPLE AVAILABLE, REGARDLESS OF THEIR RACE, COLOR, CREED, SEX, POLITICAL BELIEFS, NATIONAL ORIGIN, OR DISABILITY.

DRUG FREE

THE WATER WORKS AND SEWER BOARD OF THE CITY OF SELMA IS A CERTIFIED DRUG-FREE WORKPLACE.