



## NOW HIRING

### Meter Reader Finance Department

#### **DESCRIPTION:**

The Village of Glen Ellyn is seeking to hire one (1) part-time Meter Reader. The Meter Reader is responsible for providing excellent customer service by completing monthly meter reading activities safely and accurately according to a schedule provided by the Finance Department's utility billing division. The main duties of the position include reading residential and commercial water meters; reporting defects and irregular conditions in metering equipment, and reporting changes in meter locations.

#### **ESSENTIAL FUNCTIONS:**

The position is responsible for completing daily reading tasks in accordance with monthly reading schedules and established time parameters. Meters are read by following a route and locating each meter; locations will vary from being on the front, side, or back of a house, and can include uneven terrain and other variables. The position also accurately completes paperwork and computer-work associated with the daily meter reading tasks, including, but not limited to, coded notes, missed readings, or issues at a given property. The position is also responsible for understanding and operating handheld computers to read water meters on the assigned route, and ensures that the information is properly recorded; also identifies and reports problems with equipment, meters, radio waves, and touchpad reading devices. Other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

Qualified applicants must possess a high school diploma or equivalent at the time of application. Previous related work experience is a plus, but not required. Qualified candidates must possess the ability to operate handheld water meter reading electronic equipment. Must also be able to manage occasional stressful situations, i.e. animal control issues, and be able to walk long distances; navigate on foot over uneven or slippery terrain; stand for a considerable part of the day; and ascend/descend ramps, walkways and stairs to reach meters wherever they are located, which may include basements and attics. Candidates should possess basic math skills, and be able to effectively communicate both orally and in writing. Ability to work outdoors in wind, rain, sleet, cold, heat, snow, etc is also a must. The ideal candidate will demonstrate the ability to develop positive associations with coworkers and customers alike.

Qualified candidates must possess a valid driver's license, and be able to provide his/her own reliable transportation to perform the meter reading duties. Flexible hours; M-F, 8:00 a.m. to 4:30 p.m. Must be able to work approximately twenty (20) hours per month.

### **SALARY/BENEFITS:**

The starting pay offered for this part-time, non-exempt position is \$15.50/hour, plus mileage. Pay increases to \$16.50/hr in Year 2 and to \$17.50/hr in Year 3 of employment. No fringe benefits are offered.

### **HOW TO APPLY:**

1. Interested candidates should submit a resume or completed employment application to [vgeresume@glenellyninfo.org](mailto:vgeresume@glenellyninfo.org). Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.
2. Applicants must indicate **(Job ID: #20-17 PT Water Meter Reader)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer medical physical with a drug screen.
4. The position is open until filled; **first review of applications will occur immediately.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

**THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER**