

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEBSITE: www.ManchesterNH.gov



METER READER I

(Announcement # R-049-14)

Grade 11

Starting Salary: \$13.70 per hour - plus comprehensive benefits package

Work Schedule: Monday through Friday

THE JOB:

Reads water meters on an assigned route, records findings, computes consumptions; checks to see that meters are functioning properly and reports defects; checks to determine consistency of meter reading; may assist in utilities office or service work; writes repair orders on meters. Will be required to drive to general locations and walk moderate distances to homes and buildings. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a GED; and some experience in related technical operations, preferably with some customer service component; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. Requires some knowledge of the geography and street locations of the City and surrounding communities. Must be able to withstand exposure to variable weather conditions and walk for extended periods of time. Must be able to maintain cooperative working relationships with the general public. Valid NH Driver's License is required.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a comprehensive background check.

APPLICATION PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at City of Manchester website www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex.

OPENING DATE:

September 23, 2014

CLOSING DATE: September 29, 2014

OFFICE HOURS:

Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an
Equal Employment Opportunity Employer**

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST