

METER READER
City of Newport, Washington

This position is responsible for the reading, maintaining and inspecting water meters, grounds keeping and assisting with roads, parks and wastewater as needed.

Annual Beginning Salary: \$44,496.00 - \$49,236.00 plus excellent benefits. Please contact Newport City Hall, 200 S. Washington Avenue or (509) 447-5611 for an application packet or apply online at newport-wa.org. First review: October 10, 2023 (open until filled). (EOE)

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

| | | |
|--|------------|------------------------------------|
| Position(s) Applied For | | Date of Application |
| How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____ | | |
| Last Name | First Name | Middle Name |
| Address | Number | Street |
| | City | State |
| | | Zip Code |
| Telephone Number(s) | | Social Security Number (voluntary) |

Best time to contact you at home is: :..... ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If Yes, give date Yes No

Have you ever been employed with us before? If Yes, give date Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No

If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available _____ - _____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

| School | Name and Address of School | Course of Study | Number of Years Completed | Diploma / Degree |
|-----------------------|----------------------------|-----------------|---------------------------|------------------|
| High School | | | | |
| Undergraduate College | | | | |
| Graduate/Professional | | | | |
| Other (Specify) | | | | |

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected statuses.

| | | | |
|----------------------------|--------------------|-------|--|
| Employer | Dates Employed | | Work Performed |
| | From | To | |
| Address | | | |
| Telephone Number(s) | Hourly Rate/Salary | | |
| Starting/Present Job Title | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | May We Contact | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | | |
|----------------------------|--------------------|-------|--|
| Employer | Dates Employed | | Work Performed |
| | From | To | |
| Address | | | |
| Telephone Number(s) | Hourly Rate/Salary | | |
| Starting/Present Job Title | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | May We Contact | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| | | | |
|----------------------------|--------------------|-------|--|
| Employer | Dates Employed | | Work Performed |
| | From | To | |
| Address | | | |
| Telephone Number(s) | Hourly Rate/Salary | | |
| Starting/Present Job Title | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | May We Contact | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

REFERENCES Do not include family members or past supervisors.

| Name | Phone Number | Best Time to Call | Occupation |
|------|--------------|-------------------|------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

| | |
|---------------------------------|---------------|
| _____ Signature of Applicant | _____ Date |
|---------------------------------|---------------|

CITY OF NEWPORT
WAIVER/AUTHORIZATION TO RELEASE INFORMATION

This document affects your legal rights.
Read carefully before signing.

To Whom It May Concern:

I the undersigned request and authorize you to furnish to the City of Newport any and all information that you have concerning me. To include, however not limited to work record, criminal/ traffic violation history, driver's license record, and such other information and records you may have in your possession relating to me. Information of a confidential or privileged nature may be included in the materials you provide to the City of Newport. Your reply will be used to assist the City of Newport in determining my qualifications for a position with the City of Newport.

I understand my right to request access to public records relating to me pursuant to Title 5 of the United States Codes, Section 522. et seq., the privacy Act of 1974, the Freedom of Information Act, and the Revised Code of Washington (RCW) 42.17 et seq., and specifically waive those rights understanding that the information furnished will be used by the City of Newport in conjunction with this employment procedure. I will make NO attempt to gain access to the information provided to City of Newport in conjunction with employment procedures.

I hereby do release you, your organization, your agents and others from any liability or damages which may result from furnishing information to the City of Newport pursuant to this waiver and authorization to release information. Should there be any questions as to the validity of this waiver and authorization to release information form, you may contact me as indicated below.

Date

Applicant's Signature

Social Security Number

Applicant's Printed Full Legal Name

Date of Birth

Current Address

Driver's License No.# and State of Issuance

Telephone Number

City of Newport Job Description

Job Title: Meter Reader
Department: Public Works
Reports to: Public Works Director
FLSA Status: Non-Exempt
Established Date: September 18, 2023

Summary:

Under the supervision of the Public Works Director, the meter reader shall read the water meters accurately, consistently, and regularly each month at approximately the same time. The meter reader shall also serve as an inspector of any oddities in the meter, customer abuses, and condition of meters, and shall take note of reading discrepancies. The meter reader shall also be responsible for mowing and grounds keeping for the well fields, water plant, and storage tank sites. The meter reader also assists when needed in other departments such as roads, parks and wastewater. The meter reader shall also perform other similar duties as directed.

ESSENTIAL DUTIES and RESPONSIBILITIES

Typical duties (not intended to be all-inclusive)

- Reading and recording approximately 1000 water meters each month using handheld device.
- All meters are to be read monthly, beginning on the 14th of the month April-October with limited route on the remaining months.
- Meter reading will involve 10-20 miles of walking and 10-20 miles of driving. Driving will be in a city-provided vehicle.
- Meter reading will involve physical labor.
- Inspection and taking note of dysfunctional meters and/or needed repairs.
- Inspect and insulate meters each fall.
- Maintain mowing and brushing schedule.
- Keep inventory of meters and water supplies, report to PWD quarterly.
- Replace and repair malfunctioning meters.
- Works with supervisor to schedule and repair distribution system issues.
- Record and report any other difficulties with equipment or facilities.
- Record and report any concerns expressed by members of the public, and/or refer the public to appropriate City representatives.
- Recognize safety issues and properly use safety equipment and procedures including hearing and eye protection, sunscreen, boots, harnesses, safety zones, and other equipment and materials as appropriate for the task at hand.
- Take care in addressing vehicular traffic, dogs, and other safety hazards encountered during meter reading and other activities.
- Work involves considerable physical activity, often outdoors during inclement weather.
- Occasionally requires physical agility to climb to difficult accessible meter sites.
- Assist with other water, sewer, and public works department activities.
- May act as safety coordinator.
- Assist with snow removal.
- Other duties as assigned.

QUALIFICATIONS:

- Skills in use and care of tools and materials used in maintaining and repairing meters.
- Ability to work with limited supervision.
- Be available for call out within a 30-minute response time.
- Available for weekend work rotation. Approximately 1 weekend a month.
- Flexible for work needed at night.
- Ability to express ideas clearly and concisely verbally and in writing, in English.
- Ability to accurately read and transcribe meter data and to perform mathematical calculations.
- Ability to establish and maintain effective working relationship with co-workers, supervisor, and the general public.
- Ability to use computers, phone, Microsoft products and other electronic devices.
- Current Washington or Idaho State driver's license
- Work at times involves physical strength and endurance in bad weather conditions, including temperature extremes.
- Must be able to lift 5-100 pounds and walk 5-10 miles a day.

Desirable:

- Experience in meter repair and/or using meter repair tools, flagger's card
- Possession of a class "A" or "B" commercial driver's license preferable.

EDUCATION:

- High school diploma or general education degree (GED).

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and other employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties for this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment may be loud.