

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2015-020**

**POSITION: METER READER**  
**DEPARTMENT: WATER DEPARTMENT**  
**STATUS: NON-EXEMPT**  
**REPORTS TO: WATER SUPERINTENDENT / PUBLIC WORKS DIRECTOR**  
**SHIFT: REGULAR - 40 HOURS PER WEEK**  
**SALARY: MINIMUM \$19,556.16 – MAXIMUM \$21,708.96**

**GENERAL DESCRIPTION:**

Reporting to the Water Superintendent or Public Works Director, the Meter Reader is responsible for the reading, recording, and maintaining water meters throughout the city. A willingness to work in the all weather conditions and irregular hours, weekends, and holidays as necessary is required.

**TASKS AND RESPONSIBILITIES:**

Although the following are typical of the tasks and responsibilities routinely performed, additional tasks and /or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned.

1. Having every water meter read and recorded each month.
2. Fixing meter leaks, broken meter box rims, and cleaning out meter boxes.
3. Proper and effective installation of water and sewer lines.
4. Make water and sewer taps.
5. Dig ditches and/or trenches, using back-hoe or related equipment.
6. Build and/or raise manholes and water valves.
7. Repair or change out meters and fire hydrants.
8. Fix meter leaks, broken meter box rims, and clean out meter boxes.
9. Repair water and sewer main lines.
10. Perform some grounds and building maintenance.
11. Read and interpret water and wastewater maps.
12. Provide customer service and assistance as directed.

**KNOWLEDGE, EXPERIENCE, AND SKILLS:**

1. High school graduate or equivalent desired.
2. Current New Mexico driver's license required.
3. Some knowledge of computers preferred.
4. Ability to obtain a New Mexico Water Operator's Certification.
4. Ability to work with minimum supervision.
5. Ability to follow through on work assignments.
6. Ability to accurately read numbers.
7. Must be at least 18 years of age.

**COMMENTS ON PHYSICAL REQUIREMENTS:** The physical requirements of this job are being able to bend, stoop and kneel. Requires good eyesight. Must be able to lift at least 50 pounds. Also must be able to lift meter lids continuously. Must be able to perform physical labor for sustained periods of time with exposure to the elements.

**WORK SCHEDULE:**

The regular work week is 40 hours - Monday through Friday. Schedule to be established by Supervisor. Additional time may be required to work after regular hours, on weekends, and holidays.

**DEADLINE TO SUBMIT APPLICATION: REVIEW BI-WEEKLY, FIRST REVIEW IS SCHEDULED FOR MONDAY, JULY 13, 2015. POSITION TO REMAIN OPEN UNTIL FILLED.**

The City of Portales is an Equal Opportunity Employer. Application available at City Hall or on-line at [www.portalesnm.gov](http://www.portalesnm.gov).

I have received the job description posting and I am capable of performing the essential functions for the position.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_