



**INTERNAL/EXTERNAL POSTING**  
**Infrastructure Department**  
**Position: Meter Reader**

The City Commission desires candidates who are visionary, innovative and team oriented in their approach, and able to employ a style that engenders mutual trust and openness with community Partners and Stake holders. Under general supervision, the purpose of the position is to perform responsible meter services work. Employees in this classification perform at entry level and are responsible for reading meters, recording consumption, as well as installing, maintaining, and repairing meters. Objective is to support correct and timely billing of metered services by accurately and efficiently recording meter readings along a clearly designated work route.

**Duties:**

- Reads meters on an assigned work route and records readings; maintains records, leaves notice and submits reports of inaccessible meters.
- Exchanges and maintains meters; inspects plumbing, and meter wiring for correct installation and operation.
- Repairs meters and registers; replaces registers and worn-out parts; repairs leak; maintains parts inventory records; test meters for accuracy; review verification readings.
- Connects and disconnects utility services, rereads meters and performs various customer service work orders.
- Monitors consistency of readings and reports any deviation from usual consumption.
- Reports apparent leaks, tampered meters, broken pits, and meters.
- Any other duties assigned

**Skills/Qualifications:**

- Ability to understand and follow written and oral instructions.
- Knowledge of the geography and street locations of the City. Knowledge of the mechanism and repair of meters.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer service.

**Educational Requirements:**

- High School Diploma or GED; supplemented by a demonstrated ability to work within difficult environmental conditions for extended periods of time
- Ability to perform basic math calculations
- Some related work experience; or an equivalent combination of education, training, and experience.

**Professional Licenses:**

- Valid Florida Driver's License

Candidates are requested to complete City Employment Application (copies available at the Bunnell Customer Service Office 604 E. Moody Blvd Unit 6 or on the city website at [www.bunnellcity.us](http://www.bunnellcity.us)). The application is to be forwarded along with a personal resume' to: [breed@bunnellcity.us](mailto:breed@bunnellcity.us). Internal applicants MUST submit a letter of intent that includes statement or information on how they qualify for the position, and a resume to: [breed@bunnellcity.us](mailto:breed@bunnellcity.us).

**Pay: \$15.00 - \$19.50 per hour D.O.E.**  
**Posting Start Date: March 26, 2024**  
**Closes: Open until filled.**