



Invites applications for the position of:

**METER READER/LABORER**

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**OPENING DATE:** 12/17/2018

**CLOSING DATE:** Open until filled

**DESCRIPTION:**

The City of Richmond is accepting applications for a Meter Reader/Laborer. This position is responsible for reading all water meters in the city billing area, including city meters outside the city limits using computerized meter reading equipment. The meter reader shall install, inspect new or changed meters; turn on and shut off meters; performs special readings for water consumption; reads and follows work orders to identify problems or billing discrepancies. In addition to meter reading, the position will require assisting public works crews anytime help is needed. The meter reader may assist with tasks for other departments, city hall and other city activities.

**Qualifications:**

The successful applicant must have a current valid Missouri Driver's License. Work will primarily be outdoors with full exposure to the elements but may work indoors as well. Good customer communication skills a must. Qualified applicants shall possess mechanical ability and capable of driving city vehicles, operating motorized equipment and machinery including mowers, weed eaters, dump trucks, skid steer, tractors and various hand tools. The meter reader needs to walk and drive meter reading routes in all types of weather conditions and rough/awkward terrain; perform strenuous physical labor for extended periods of time requiring physical strength and endurance. Preference may be given to those with a CDL and/or GIS mapping experience.

**Salary:**

Salary range \$25,958.40 - \$38,272.00 plus benefits. Benefits package includes paid holidays, vacation and sick leave, MO LAGERS retirement, life, health, dental, and vision insurance.

**Application Process:**

Must submit City of Richmond "Application for Employment" for consideration. Your application must include all relevant education and experience you possess, including at least the past four employers, and at least three references who are not relatives or past/present supervisors. Applications may be rejected if incomplete. Applications available at Richmond City Hall, 205 Summit, Richmond MO 64085, phone 816-776-5304, or city website: [www.cityofrichmondmo.org](http://www.cityofrichmondmo.org). Applications may be submitted electronically to [swilliams@cityofrichmondmo.org](mailto:swilliams@cityofrichmondmo.org).