



Village of Watkins Glen
303 N. Franklin Street, Watkins Glen, NY 14891
607-535-2736

Job Opening
Meter Reader (Full-Time)
Village of Watkins Glen

SALARY: \$19.64/hr; \$21.28/hr after 6 months.

* Starting salary for current Village of Watkins Glen IBEW Employee based on terms of the collective bargaining agreement

LAST DATE TO FILE: Applications accepted until vacancy filled.

VACANCY: At the present time, there is ONE full time opening with the Village of Watkins Glen. This position is pending jurisdictional classification; therefore, a Civil Service examination may be required at a later time.

HOW TO APPLY: Interested candidates must submit an original Civil Service “*Application for Employment and/or Examination*” to the **Schuyler County Civil Service Office**.

Applications can be submitted via mail (105 Ninth St., Unit 21, Watkins Glen, NY 14891), email (civilservice@co.schuyler.ny.us), fax (607-535-8193), or drop off box located outside of the County building or you can visit the office directly.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for reading and testing water and electrical meters, and accurately recording readings of consumption. Work also involves checking for faulty meters. Work is performed under general supervision according to a prescribed procedure.

TYPICAL WORK ACTIVITIES:

(Illustrative only)

Operates a company vehicle to travel in the local region and visit each home or business on the meter reading list to scan/input data about customer electricity and water usage into a company-issued meter; Greets customers at their homes or places of business when the meter is not accessible from the outside, and schedule a meter reading when necessary; Investigates complaints of high meter readings, checks for water leaks and other service difficulties and reports them to a superior; Test and complete routine maintenance tasks or make small repairs to the utility meter when asked by the customer and the company; Report inoperable and malfunctioning devices or unauthorized changes to the meter to supervisors when spotted

during field checks; Turns off electric service of customers who fail to pay bills; Assists in the installation and removal of electric and water meters; Other assigned duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to work independently; Ability to understand and carry out oral and written instructions; Ability to record figures accurately and to prepare legible written records; Ability to make simple arithmetic calculations; Good customer service skills; Courtesy and tact in dealing with the public; Dependability; Good eyesight; Physical condition commensurate with job duties.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma; **and**

Valid NYS driver's license with clean MVR.

***** Experience working in the utilities or energy industry with standard electric and water meters; working knowledge of the proper method of installing and removing electric and water meters is preferred.**

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: October 6, 2022