



# OPPORTUNITY NOTICE

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<b><u>POSITION:</u></b>	<b>METER READER CLASS III</b>
<b><u>HEADQUARTERS:</u></b>	<b>Carlsborg</b>
<b><u>STATUS:</u></b>	<b>Temporary, Part-time, Non-exempt Represented Position (Not to Exceed 180 Days)</b>
<b><u>WORK WEEK:</u></b>	<b>Monday - Friday, 7:30 a.m. - 4:00 p.m.</b>
<b><u>SUPERVISOR:</u></b>	<b>Operations Superintendent</b>
<b><u>RATE OF PAY:</u></b>	<b>\$25.08 per hour (effective 5/1/2021 through 4/30/2022) Plus the value of benefits provided to regular, full-time employees PERS eligible - no other benefits</b>

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**POSITION OBJECTIVE:** Perform electric and water meter reading in an efficient, safe, and economical manner. Provide accurate and timely meter reading data to Billing Department for processing of customer billings, and consistently provide excellent customer service to both internal and external customers to facilitate accomplishment of the District's mission and goals.

**REQUIREMENTS:** The District expects all employees to provide high quality and reliable service to its customers. To accomplish this, a high standard of professionalism, cooperation, and team effort between individual employees, as well as among all departments, is required. The attached job description details the job functions, skills, knowledge, abilities, experience, training, working conditions, and other requirements to fulfill this position. To be considered a candidate for this position, applicants must meet the requirements contained in the job description. Candidate must be available to work as many or as few hours as needed, including coverage for unexpected and unplanned absences, Monday through Friday, 7:30 a.m. to 4:00 p.m.

**SELECTION PROCESS:** Applicants must complete and submit an employment application and supplemental questionnaire, along with copies of relevant professional and training certificates.

Candidates' abilities and qualifications will be evaluated using a cognitive test; supplemental questionnaire; work history; credit, criminal and background check, employment references and recommendations; education, certifications and training courses completed; and an interview to determine skills and abilities needed to fulfill the requirements of this position.

Based upon these evaluations, District Management will make the selection.

**POSITION CLOSING DATE:** Applications will be accepted until the position is filled. First review will be **October 6, 2021**. If you have questions regarding this notice, the requirements, and/or the selection process, please contact Human Resources, P O Box 1000, Carlsborg, WA 98324, e-mail [humanresources@clallampud.net](mailto:humanresources@clallampud.net), telephone 360-565-3276.