

City of Las Vegas Career Opportunity

Applications are being accepted for **Full Time Field Customer Service Representative (Meter Reader 1)** for the City of Las Vegas Utilities Division.

Entry Level: \$8.28

Nature of Job: The Field Customer Service Representative I (Meter Reader I) performs semi-skilled work involving the reading and recording of meter readings, either water or gas, at various addresses and locations throughout the city. Performs line locates on city owned lines to include natural gas, water and waste water and as requested by utility companies, contractors or private individuals under the direct supervision of the Field Customer Service Representative Supervisor or designee. Perform water conservation tasks. Drives a city vehicle or walks various routes to read meters on these routes. Records the readings of each address along the routes. Will read meters and be required to work in all types of weather conditions. Maintain routes by replacing or raising meter lids and keeping the area around the meters clear. Remove and replace both gas and water meters as may be required. Line locates-Understand and evaluates city utility maps to determine general locations of underground city mains and services. Properly performs field identification of line and services utilizing proper color coding adhering to the law governing utility line locates. Must become familiar with the blue stake law (chapter 156). Perform water conservation presentations. Perform home and business water audits. Other duties as assigned. (A detailed job description is available at the Human Resource Office.)

Qualifications: High school diploma or equivalent. Valid New Mexico drivers license with good driving record. Must be insurable by the city's insurance carrier. Operation of various automobiles, service vehicles. Must have some knowledge of the operation of gas and water meters. Should be familiar with street names and locations of such street throughout the city. Must be able to communicate effectively verbally and in writing. Ability to perform manual work. Must be capable of learning the location of each meter at each address.

Posted: General Public: February 1, 2019 Until Filled.

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:



Ann Marie Gallegos, Interim City Manager



Human Resource Manager