



# Job Opening

## The City of Huntingburg

Is currently seeking to fill a full-time position:

### Meter Reader

#### Job Summary

- This full-time position is responsible for reading water, electric, and gas meters and related functions.
- Reports to and receives direct supervision from the Energy Superintendent.

#### Basic requirements include the following, but are not limited to:

- Must be at least eighteen (18) years of age
- Must possess a high school diploma or GED
- Must possess a valid Indiana Operator's License and demonstrate a safe driving record
- Ability to sit in a vehicle, walk, and stand for long periods of time
- Must be able to work in extreme weather conditions with exposure to all weather elements
- Working knowledge and ability to learn the City's utility service area
- Ability to operate the City's handheld meter reading devices
- Ability to understand and follow written and oral instructions and work independently with limited or little supervision as well as with others in a team environment
- Ability to be on 24-hour on-call in case of extreme emergencies
- Inspects meters and lines for any leaks or potential problems
- Responds to public complains/inquiries as assigned
- Ability to follow all necessary safety precautions

**Applications are available at the City Hall Receptionist Desk located at 508 E. 4<sup>th</sup> Street Huntingburg, IN 47542 Monday through Friday 8am to 5pm.**

**Applications accepted until 5:00pm on Wednesday, January 4<sup>th</sup>, 2023**

**Applications/Resumes may be turned into or sent to:  
City of Huntingburg Office Manager  
508 E. 4<sup>th</sup> Street  
PO Box 10  
Huntingburg, IN 47542**

***The City of Huntingburg is an Equal Opportunity Employer.***