

July 12, 2013

**Employment Opportunity
Internal/External Posting**

**Meter Reader
Part-time**

Job Description

This position is responsible for reading electric and water metering devices throughout the City of St. Charles including those meters in the front, back or side of a home or business (possibly inside). In addition, this position is responsible for traveling their assigned route, in their own vehicle, and adhering to the time limits for that route. This position may be asked to pick up extra routes on a regular basis in the absence of other meter readers.

Requirements

To be considered an applicant must possess strong interpersonal communication skills for interaction with the public, fundamental mathematics skills to calculate rapidly and accurately, the ability to write legibly, to work under varying and or extreme environmental conditions. The ability to walk or stand for extended periods of time is required. General computer knowledge is also required. This position requires a high school diploma or equivalent and possession of a valid drivers license. Employment is contingent upon passing a post offer background investigation, drug screen, medical exam, and functional capacity evaluation.

Salary

This position pays at a rate of \$.34 for each meter read.

Application Instructions

Please apply on line at www.stcharlesil.gov by **4:30 PM on Wednesday, July 31, 2013**. Thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.