

NOTICE OF VACANCY

Date: October 18, 2016

Title: Water Meter Reader

Salary: \$44,387.20 (Annually)

Classification: Competitive

Distinguishing Features of the Class:

Performs routine tasks in the reading of water meters. The work consists primarily of reading water meters. The work is performed under general supervision of the Water Meter Foreman.

Typical Work Activities:

Reads water meters at consumers premises; record readings and calculates amount consumed; may reset all types of water meters; may test and calibrate new and repaired meters; may open and close water service as requested by consumer.

Required Knowledge Skills and Abilities:

Working knowledge of the operation and maintenance of water meters or measuring devices; ability to follow oral and written instructions; dependability; good powers of observation; mechanical aptitude; neat appearance; good moral character; good physical condition.

Minimum Qualifications: Graduation from High School or possession of a High School Equivalency diploma AND a valid New York State drivers license at time of application and maintained throughout employment.

Benefits:

The Kingston Water Department offers a comprehensive benefits package which includes major medical insurance and dental insurance. Employees receive paid time off and enrollment in the New York State Retirement System.

Applications:

Applications must be received in the the Civil Service Office by Wednesday, November 8, 2016 no later than 4:00pm. Applications for this position may be obtained from the Civil Service Office in City Hall, Ground Floor, 420 Broadway, Kingston, NY 12401 or on our website at www.kingston-ny.gov under the Employment tab. Applications can be dropped off at the Civil Service Office or mailed in. The City is not responsible for mailings received after the deadline.

This posting is for filling a competitive position which we currently don't have an active eligible list for. This position will be filled on a provisional basis. The incumbent will have to finish in the top three willing to accept appointment upon taking the examination. For more information about Civil Service employment call (845) 334-3921.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer