

MIDDLESEX WATER COMPANY ENTERPRISE

JOB OPENING

TIDEWATER UTILITIES, INC.

Job Title: Enterprise Wide Meter Reader (Temporary Position)

Job Summary:

Obtain meter readings of customer accounts, perform service restoration, reread/verify meter readings leak checks, perform meter replacements and installations, remote meter reading system repairs, and general meter service related calls.

Work Performed:

1. Operate meter reading system and associated devices.
2. Obtain accurate meter readings and perform proper follow-up.
3. Check each meter/external remote for seal, number and proper connection.
4. Check by-pass.
5. Back up severance service representative.
6. Keep Senior Meter Reader/customer service personnel updated on in-field related activities (new developments, new service connections and metering/remote problems).
7. Customer service inspections (FA's) for high/low readings, usage on inactive meters and zero usage on active meters.
8. Other duties and projects as assigned by supervisor.
9. Perform loading and unloading of handhelds.
10. Perform bill deviation checks as necessary.
11. Assist in meter reading at other affiliates when necessary.
12. Perform meter changes up to and including 2" meters.
13. Turn off/Turn on Collections field activities.
14. Work NCI (No Customer Information) accounts.
15. Locate, access, and clean out curb boxes as necessary in conjunction with replacing or installing meters and related service work.
16. Troubleshoot and repair remote meter devices and wiring.
17. Check for visible illegal connections before the water meter or cross connections in close proximity to the meter when performing routine meter changes or service related work.

Physical Requirements:

- Operate meter reading system and all associated equipment/devices.
- Adjust to unscheduled assignments.
- Able to work in inclement weather conditions and confined spaces.
- Bending, lifting, twisting, average daily walking distances of six miles with the meter reading routes, and driving company vehicles.
- Ability to climb into and out of meter vaults.

Qualifications:

- High school diploma or equivalent, required.
- Intermediate computer skills, including Excel and Word programs.
- Valid driver's license.
- Good written, interpersonal and communications skills.
- Knowledge of service area.
- Possess knowledge, skills, and ability to perform basic pipe fitting skill, remote wiring and meter change outs.

You can submit your resume and salary requirements by: e-mail to HRG@middlesexwater.com by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.

No Phone Calls Please.

Candidates must possess authorization to work in the United States.

Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.

Candidates must be able to pass a Drug Screen, Pre-employment physical, background check, and have a valid driver's license.