

**MIDDLESEX WATER COMPANY**  
**- JOB OPENING –**  
**ISELIN, NJ**

**ENTERPRISE WIDE METER READER**

**Are we RIGHT for you?**

The word RIGHT stands for what we VALUE: Respect, Integrity, Growth, Honesty and Teamwork.

**Why join our team?**

Middlesex Water Company (NASDAQ:MSEX) has been an industry leader since 1897. We promote professional and personal development in a work environment that is supportive and responsive. We understand the importance of our services and the individuals who uphold our reputation.

Joining our team means that you have a multitude of benefits that support you in and out of the workplace such as- full medical, dental, and vision benefits, 401k, paid time off, tuition assistance, learning and development opportunities, employee assistance program, and more. To learn more, please visit [www.middlesexwater.com](http://www.middlesexwater.com)

**Job Summary:**

The Enterprise Wide Meter Reader will 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.

**Qualifications:**

- High school diploma or equivalent.
- 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.

**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.

**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 in good standing.**

**You can submit your resume and salary requirements by: e-mail to [HRG@middlesexwater.com](mailto:HRG@middlesexwater.com) by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 485C Route 1 South, Suite 400, Iselin, NJ 08830.**

**No phone calls please. We thank all applicants in advance for their interest; however, only those applicants who are being considered for the position will be contacted.**