**Meter Technician**

**Open until filled; first application review will be September 1st**

King County Water District #20 is seeking a Meter Technician. This is a non-exempt, non-represented position and is eligible for a full benefits package.

This position will report to the Field Superintendent and is responsible for manually reading and maintaining the Meter Route of approx. 10,500 service connections. This position will help ensure compliance with State and Federal water quality regulations; coordinate assigned activities with other agencies and the public; while provide highly responsible and efficient service to the District’s ratepayers.

**Meter Technician – WATER DISTRICT NO. 20**

**REPORTING RELATIONSHIPS:**

**REPORTS TO:** DISTRICT MANAGER, FIELD SUPERINTENDENT, FIELD FOREMAN

**DIRECTS**: NONE

**Salary:** $22.50 - 30.00/hr

**CONTACTS:**

**INTERNAL:** Office Staff, Field Personnel, Commissioners

**EXTERNAL:** District Customers, General Public

**Job Summary:**
The Meter Reader works under the general direction of the District Manager. This position serves as the primary meter reader for King County Water District No.20. Additionally, this position performs a broad range of manual labor to support the District. Duties may include, but are not limited to:

* Ability to manually accurately read water meters using the District meter reading equipment.
* Perform meter reads within the assigned schedule.
* Perform ground maintenance operating weed whackers, lawn mowers and hand tools to maintain District Meter Route and Facilities.
* Perform building maintenance
* Provide manual labor to support field staff.
* Read, replace, insulate, and maintain all District meters and meter boxes.
* Operate light-duty trucks in picking up and delivering materials or supplies, and collecting and removing debris as assigned.
* Work in accordance with District safety practices and procedures.
* Shut off water for non-payment of bills.
* Respond properly to customer complaints and be able to resolve conflict.
* Maintain paperwork.
* Basic computer skills
* Perform overtime and on-call duties as needed.
* Must have the ability to work in small spaces for extended periods of time.
* Must have the ability to walk up to 10 miles or more a day and frequently enter and exit a vehicle and walk on uneven or steep terrain.
* Must be able to work standing, sitting or lying down for extended periods of time in all types of weather and temperatures.
* Other duties as required.

**Work Environment:** Work is primarily performed outdoors and may include exposure to inclement weather conditions and environmental/seasonal allergens.

**Required Knowledge/Skills/Abilities**

* Ability to communicate information clearly and concisely to a variety of audiences, including but not limited to, customers, field and office employees, and management.
* Ability to be organized and complete paperwork in a timely manner.
* Safety conscious and committed to safe work practices.
* Prompt and time sensitive.
* Safety conscious and committed to safe work practices.

**Licensing Requirements:**

* Valid Washington State Driver’s License.
* Flaggers Card – to be obtained within one year in this position.
* CPR/First Aid – to be obtained within one year in this position.
* WDM-I – Water Distribution Manager – Washington State – to be obtained within one year in this position.

**Please Apply At:**

Apply online at <https://www.kcwd20.com/employment-opportunities-1> You may also submit a completed application, cover letter and resume to KCWD20@KCWD20.COM or mail to King County Water District No. 20, Attn:  HR, 12606 1st Ave S, Burien, WA  98168.  We will notify applicants invited to participate in the interview process by phone or email.  We are a Drug Free Workplace and Equal Opportunity Employer.

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

|  |  |
| --- | --- |
| Position Applied for: |  |

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| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.S.? | YES[ ]  | NO[ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES[ ]  | NO[ ]  | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |