**Meter Reader responsibilities include:**

* Inputting data about customer in the database software
* Traveling in the local region to visit each home or business on the meter reading list every month.
* Assessing and changing water meters when needed.
* Pull reports.

**Job brief**

We are looking for a Meter Reader to join our team and assist our billing department by reading and changing water meters on homes and businesses.

Meter Reader responsibilities include traveling to the homes and businesses of our customers to read their meters. Our System is a “drive by” system. However, you will have to exit the vehicle to change out a meter or do a manual read as needed.

Ultimately, you will work alone to record information about the meters in a handheld device so our billing department can be sure that customers are paying the appropriate amount based on their water and sewer usage.

**Responsibilities**

* Good customer service skills when speaking to customers.
* To keep all water meters maintained at all times
* You will be required to be after hours and weekend on-call one full week per month
* Report and change out inoperable and malfunctioning devices or unauthorized changes to the meter to supervisors when spotted during field checks
* Complete routine maintenance tasks or make small repairs to the utility meter when asked by the customer and the company
* Log all details of each work shift, such as addresses visited, meters checked, breaks taken and any other incidents to be uploaded into the tablet device each day

**Requirements and skills**

* Proven work experience as a Meter Reader or similar role would be a plus, but it is not required.
* Valid driver’s license
* Strong customer service skills
* Ability to work independently

Applicants who are interested in applying may do so at the Benton Town Hall, 105 Sibley Street, Benton Louisiana

If you have questions, please contact, Stephanie Collier at 318-965-2781 during business hours.

Office Hours:

Monday 8:00 am – 5:30 pm

Tuesday8:00 am – 5:30 pm

Wednesday 8:00 am – 5:30 pm

Thursday 8:00 am – 5:30 pm

Friday 8:00 am – 11:30 am