

REQUEST FOR PERSONNEL

Job Title: Meter Reader

Department: Meter Reading

Shift: 1st

Location: Utilities Building

Number of Persons: 1

Salary Range: \$15.50

Date needed by: As Soon As Possible

Hours: Full Time

Part Time

Hours part-time: _____

Status: Permanent

Temporary

How long? _____

Reason for requisition: To fill vacant position

Requirements: High School College Trade School

Other GED

Special Requirements: Tasks may include: Reading meters, completing service orders, and other duties

assigned by supervisors.

Must have a valid driver's license, able to pass drug screen, can read, write and

perform basic mathematical calculations and have basic computer skills. Must be able to work/drive in all

types of weather conditions. Experience is preferred.

Requested by: Rodney Parker

Department: Meter Reading

Date: 4/9/2024

Approved by: 

Date: 4/9/24

PERSONNEL USE

Position filled by: _____

Date: _____

Starting date: _____