



IMPORTANT NOTICE – PLEASE READ CAREFULLY!

Dear Applicant:

Enclosed is the employment application you requested from the City of Saint Peter. A copy of the job description for the position you are interested in is also enclosed for your information. Please review the job description carefully before completing the application.

All applications for employment with the City of Saint Peter are reviewed and scored based upon a predetermined set of ranking criteria. The ranking criteria is directly related to the minimum and desired qualifications contained in the job description for the position. It is critical that you specify the functions and responsibilities of your past experience in a manner which will allow the person scoring the application to determine whether you meet the requirements for the minimum and desired qualifications for the position! Points can only be assigned for past experience and education if the person scoring the application is able to determine that you meet the minimum and desired qualifications for the job based on the information you provide on your application. **Applicants who do not meet each of the minimum qualifications for a position will not be considered for an interview under any circumstances.**

Please provide detailed information about your experience and training related to computer hardware and software, equipment, machinery and/or any specialized processes you feel are relevant to the position or are defined in the job description. This should include number of years of experience, information on types of computer software and hardware you may be proficient with, specialized training you have received including training needed for licensure, in-house training you may have received through a previous employer, level of skill for various responsibilities, and any other information which may outline your skills and abilities relative to this position.

If you have any questions about how to complete the application or the requirements of the position, please contact the City Administrator's office at 507-934-0663.

Thank you for your interest in serving the citizens of our community through employment with the City of Saint Peter.

Sincerely,

City Administrator's Office
City of Saint Peter

The City of Saint Peter is an equal opportunity provider
TDD #711



CITY OF SAINT PETER, MINNESOTA

POSITION OPENING

PART-TIME METER READER

The City of Saint Peter is accepting applications for the position of UTILITY METER READER in the Finance Department. Minimum qualifications: high school diploma or equivalent; experience working with the public; and valid Class D driver's license. Desired qualifications: record keeping experience and previous meter reading experience. Position works from the 7th of the month to the 15th of the month (Monday – Friday) and then back for rechecks as needed the following week; with occasional hours scheduled during the month for final read outs. Meter Readers must work in all weather conditions. \$17.01/hour. Applicants are required to complete a City application form available from City Administrator's office (227 South Front Street), by calling (507)934-0663, or online at www.saintpetermn.gov/365/employment. Qualified applicants will be contacted for an interview within one week of application submissions. Position will remain open until filled. AA/EOE

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 90

POSITION TITLE: UTILITY METER READER

DEPARTMENT: FINANCE

SUPERVISOR: DIRECTOR OF FINANCE

OVERVIEW OF POSITION:

Under general supervision, the Utility Meter Reader reads water and electric meters, records the readings, and performs a variety of related tasks as directed.

DUTIES:

- Reads water and electrical meters; records readings; makes special readings as required; inspects meters to determine if they are functioning properly; checks to determine consistency of meter readings; reports malfunctioning meters to the Finance Director/Treasurer; inspects visible plumbing for water leakage
- Receives citizen complaints, answers customer inquiries or directs customers to the proper official.
- Performs related duties as assigned or apparent.

REQUIRED INTERPERSONAL SKILLS:

Ability to: communicate clearly and effectively; understand and carry out directions; accept responsibility; deal with the public; maintain confidentiality as needed; maintain good interpersonal skills and to work well with a wide range of individuals; and be tactful.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Utility Meter Reader is required to be capable of performing the following physical functions or a combination thereof for any given workday.

Legend:

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a work day

Actions: Continuously speak comprehensible English and understand English, read and write English; Hearing - continuously normal or corrected to normal; Eyesight - continuously far vision and near vision 20/40 or corrected to 20/40; Continuously sit, or stand, or walk; Continuously bend/stoop, squat, crouch, kneel, balance, push/pull; Frequently crawl, climb height of 15feet, reach above shoulder level; Continuously use both feet for repetitive movements as in operating foot controls; Continuously use hands for firm grasping and fine manipulating differentiate colors precisely, normal depth perception, normal peripheral vision;

Strength: Continuously carry up to ten pounds and lift up to ten pounds. Frequently carry up to

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

forty pounds and lift up to forth pounds.

Stamina: Continuously endure exposure to changes in temperature from less than zero (0) degrees centigrade to in excess of thirty-seven (37) degrees centigrade (thirty-two (32) degrees Fahrenheit to ninety-nine (99) degrees Fahrenheit) and occasionally endure exposure to temperatures higher or lower; Continuously endure exposure to one or a combination of the following: dust, fumes, gases, mist, wet, humid; Occasionally exposed to moving mechanical parts hazard; Occasionally exposed to high noise levels

Safety: Perform basic first aid; Perform cardiopulmonary resuscitation; Wear safety equipment including hard hat, safety goggles, and safety vests.

Vaccinations: Receive vaccinations for Tetanus and Hepatitis B. The vaccinations for Hepatitis B are made available by the City but are not required.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Experience working with the public.
- Valid Class D driver's license.

DESIRED QUALIFICATIONS:

- Record keeping experience.
- Previous meter reading experience.