



**TOWN OF WESTBOROUGH
METER READER SERVICE
FY 2025
FY 2026**

The Town of Westborough seeks individuals or companies to provide Water Meter Reader Services. **Resumes are due by 1:00 pm on Friday, April 11, 2025, to the Department of Public Works, 131 Oak Street, Westborough, MA 01581.**

Basis of Award:

Selection will be based on the responsible individual or company that has the capability to fully perform the requirements with integrity and reliability that assure good faith performance. The eligible responsible and responsive individual/company will be selected as the one who is able to meet project requirements as noted.

Payments:

Quarterly payments will be made at the end of each quarter once all work is completed including all re-reads. Upon receipt of a request from the Town, the individual shall provide any additional information deemed reasonably necessary to explain or support the associated services completed.

If an individual is unable to perform a set of quarterly reads, they will not receive payment for that quarter. If an individual starts a set of quarterly reads but is unable to complete the set the individual will be paid at a prorated rate for the completed reads. The prorated rate will be determined by the Water & Sewer Operations Manager.

Duties:

This position reports to the Town's Department of Public Works Water and Sewer Manager. The meter reader will be responsible for the collection of residential and commercial meter readings town wide. The Town is currently on a quarterly meter reading schedule and special readings are taken on an as needed basis.

The individual will be responsible for reading approximately 3,000 water meters within thirty (30) days on a quarterly basis. Estimated sixty (60) hours per quarter to complete readings. Westborough DPW and Westborough Police must be notified when readings are taking place.

Reading schedule is as follows:

- ***August 15-September 15***
- ***November 15-December 15***
- ***February 15-March 15***
- ***May 15-June 15***

In the event a reading cannot be obtained due to overgrowth of vegetation and/or snow, Meter Reader will then be required to place a door hanger notice in a visible location of the home/business.

Basic Knowledge:

Familiarity with the Town of Westborough, streets and locations preferred but not required. A successful person shall be detail oriented and possess good basic math skills. Familiar with computers and equipment is a plus. Ability to give both oral and written reports. Accuracy capturing meter readings.

Independent Action:

Will need to make field judgments and report findings to superior. This could include the identification of illegal connections, unread meters and analyzing current and previous meter readings.

Requirements:

Must be available for training.

Be able to use electronic equipment to record meter readings both electronically and manually. Ability to trouble shoot minor issues with electronic equipment.

Be able to follow assigned meter reading routes.

Perform work under varying weather conditions and requires frequent physical effort. Must be able to walk for long periods of time.

Possess a valid Massachusetts driver's license. Proof Required.

Must have a dependable vehicle and provide evidence of auto insurance in the following minimum amounts: Comprehensive Automobile Insurance with coverage for bodily injury of \$250,000 each person - \$500,000 each accident; and coverage for property damage of \$100,000 each accident.

CORI will be required to provide the meter reading service.

Please Note: The Town of Westborough will provide a magnetic identification sign that must be attached to the vehicle along with other Town identification to be always worn.

The compensation rate is \$25/hour. This is a contracted position.