



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5723/5721

**BETH BRENNAN O'DONNELL**  
Human Resources Director

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**JOB POSTING**  
**WATER BILLING DEPARTMENT**  
**DEPARTMENT OF PUBLIC SERVICES**  
**METER READER & WATER SERVICE INSPECTOR**

**Job Title:** Meter Reader & Water Service Inspector

**Civil Service:** Official Service; subject to Civil Service testing procedures as they occur

**Union:** AFSCME, AFL-CIO State Council #93, LOCAL 364

**Schedule:** Full-time, 40 hours per week, Monday through Friday 7:00 AM to 3:00 PM  
Additional hours may be required

**Grade & Pay:** Grade 13; Entry rate: \$24.50 per hour

The City of Peabody seeks interested, qualified and motivated candidates for the position of Meter Reader & Water Service Inspector.

**Summary of Position Responsibilities:**

Under the general supervision of the Water Billing Manager, reads water meters for the City of Peabody and performs other related duties. Reads and repairs water meters and inspects meter/service inspections by others. This position handles other Water Distribution Operations and Maintenance tasks as may be assigned.

**Essential Duties and Responsibilities:**

- Reads domestic and commercial water meters for the City of Peabody and records readings accurately by using instruments provided.
- Inspects new irrigation meters for correct installation procedures.
- Inspects new construction meters as part of Certificate of Occupancy process.
- Responsible for loading and unloading reading equipment, which requires proficient computer skills.
- Prepares daily reports for staff to process readings and to process repair/replacement information.
- Keeps accurate, neat records for all work.
- Must be familiar and proficient with basic tools and their use for meter repair/replacement.
- May deliver utility bills and discontinue service when instructed.
- Inspects meters and adjacent water systems including plumbing fixtures to determine the consumption of water.

- Makes inspections of leaks, faulty registrations, damaged meters, irregular connections and other irregularities relating to the water service installation.
- Prepares reports to supervisors when finding an irregularity.
- Assists in determining if a home is linked into the City Sewer system.
- Responsible for driving a City of Peabody vehicle.
- Responsible for communicating with customers verbally in a clear and effective manner; exceptional customer service skills are essential.
- Other related duties and responsibilities as assigned.

**Qualifications:** (Full statement of qualifications available at the Human Resources Department.)

**Education & Experience:** High School diploma or general education degree; or one to three years of related experience and/or training; or equivalent combination of education and experience considered. Must have ability to read and comprehend simple instructions, short correspondence, and memos. **Required skills:** Exceptional customer services skills a must as position interacts with residential home and business owners on a daily basis. Must be able to write simple correspondence, effectively present information in one-on-one and small group situations to customers, clients, and other employees of the City. Must have demonstrated ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's, and ability to perform these operations using units of money and weight measurement, volume, and distance. Must be able to apply common sense understanding to carry out detailed written or oral instructions. Must have the ability to work in outdoor conditions year-round, and the ability to walk approximately ten (10) miles per day. A valid Massachusetts driver's license is required. Basic computer skills required, specific software and equipment training will be provided. Must be able to lift at least 50 lbs.

**Posting Date:** April 3, 2025

Interested, Qualified candidates please apply by submitting a cover letter and resume by the preferred application date of April 24, 2025, at 4:00 PM. Position to remain open until filled. Candidates will be considered as applications are received. Apply to the Human Resources Department at City Hall, 24 Lowell Street; via email to [hr@peabody-ma.gov](mailto:hr@peabody-ma.gov); or by fax 978-278-1544. Application is available online at: <https://www.peabody-ma.gov/hr/JobApplication.pdf>. The City of Peabody is an EOE.