



## Invites Applications for the Position of: **METER READER TRAINEE**

**\$25.75 — \$31.30 Hourly DOQ/DOE**  
**(\$53,558 — \$65,100 Annual Salary)**  
**plus excellent benefits!**

**Open until Friday, August 2, 2024**

### ***Job Summary:***

Under the general supervision of the Customer Service Supervisor performs a variety of activities related to meter reading, including water service connects/disconnects, route maintenance, and field investigations. Meets with customers to discuss abnormal water consumption and/or other customer concerns. Applies all standard safety practices. Meter Reader Trainee is an entry level position; Meter Reader Trainee may be promoted to Meter Reader once proficient in all duties of the position.

### ***Essential Functions:***

Locates meters and performs manual meter reads on residential, commercial and a variety of other property types throughout the District and records readings in a hand-held computer; notes irregularities (such as high usage or leaks). Uses a mobile automated meter reading system to collect meter reads on a designated route.

Reports meter-related problems. Identifies and troubleshoots malfunctioning meters. Performs and/or assists with minor field repairs; replaces meter boxes and lids, meters and/or related equipment, as required.

Performs field investigations including, but not limited to, rechecking for unusual reads. Completes a variety of daily service order related tasks. Assists Water Conservation Specialist with water waste investigations, as needed.

Assists in planning meter route changes and maintains current meter location instructions for use by other District personnel.

Meets with customers to investigate abnormal consumption or other customer concerns and to discuss and/ or resolve meter obstructions and other compliance issues Answers billing and policy questions while in the field whenever possible.

Performs water service connects and disconnects as assigned.

Engages in weed abatement and other route "grooming" activities using hand, power and other tools as required.

Identifies, documents and reports unauthorized water use and instances of cross-connection to appropriate District personnel.

Performs related work as assigned.

## ***Qualifications:***

Education and experience equivalent to graduation from high school.

Must have a valid California driver's license and be acceptable to the District's automobile insurance carriers.

Must establish and maintain effective working relations with other District personnel and promote good relations with the public.

## ***Must Demonstrate Skills Necessary to:***

- Walk for long distances and in potentially harsh weather conditions and challenging terrain.
- Read, and record numbers accurately.
- Must be able to self-motivate and work well with minimal supervision.
- Display sound judgment to make decisions in the field within established District parameters.
- Use a hand held computer and personal computer in a network environment.
- Read, understand and apply oral and written information.
- Operate a vehicle observing legal and defensive driving practices.
- Ability to communicate effectively with customers and co-workers both orally and in writing. Conduct business in a professional manner.
- Must promote good relations with the public. During potentially stressful situations with customers, must have the ability to remain calm and de-escalate the encounter.
- Must be flexible to unexpected changes and manage work time effectively.
- Speak, write and read the English language.
- Ability to apply and follow all standard safety practices.

## ***Benefits:***

The District provides the following benefits:

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred compensation match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

## ***The District:***

Vista Irrigation District (District) was formed in 1923 to provide water to the community of Vista. The District also supplies water to portions of the cities of Escondido, Oceanside, San Marcos and some unincorporated areas of San Diego County. Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees. Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work.

Vista has been recognized in a national publication as being one of the "50 fabulous places to raise a family". In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

The District supplies potable water to over 29,000 customers in a 21,152-acre service area with a population of over 130,000 people. The District receives local water from Lake Henshaw, which it owns, imported water from Northern California and the Colorado River via the San Diego County Water Authority (Water Authority) and the Metropolitan Water District of Southern California and desalinated seawater from the Claude "Bud" Lewis Carlsbad Desalination Plant via the Water Authority. The District currently employs 89 people.

**Regular employees in this position may join the Teamster Union. The Meter Reader Trainee is a non-exempt position and eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy.**

**The Vista Irrigation District is "an equal opportunity employer" and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.**

**The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained herein may be modified or revoked without notice.**

## ***Selection Process:***

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

To help streamline the application and hiring process, we have implemented new recruiting software. All applicants will apply via our website at [www.vidwater.org](http://www.vidwater.org) under the "careers tab". **We will no longer accept paper applications.** You will have the ability to upload your resume and cover letter along with any additional documents on our new application portal.

*(No faxes or resumes in lieu of District application).*

*Job offers are contingent upon a pre-employment medical examination and drug testing.*

**Application packet must be received at the District no later than 4:00 p.m., Friday, August 2, 2024.**