



**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF WATER RESOURCES**

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NON-CLASSIFIED POSITION ANNOUNCEMENT

Meter Reader (Water Commissioner)

Posted August 28, 2015

The Nevada Department of Conservation and Natural Resources, Division of Water Resources is seeking qualified applicants for the position of Meter Reader (Water Commissioner) for the *Southern Nevada Branch Office*. This is a non-classified, full-time position within the Division of Water Resources in **Las Vegas, Nevada**.

The Position: Involves extensive fieldwork to measure and record data from meters, wells and irrigated lands. Major duties consist of: recording well meter data and well level data and ensuring accuracy of data; documentation and reporting of field investigations; assisting the public with general questions; using maps to navigate a systematic route; maintaining databases, spreadsheets, maps and other internal reference materials.

Approximate Annual Salary (DOE):

Employee/Employer Paid Retirement: \$33,011.28 - \$48,086.64

Employer Paid Retirement: \$28,960.56 - \$42,177.60

The position is eligible for the State of Nevada Public Employees Benefit Program (PEBP).

Resumes Will Be Accepted Until: Recruitment Needs Are Satisfied.

Qualified individuals are encouraged to apply immediately as hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of resumes are received or a hiring decision has been made.

Minimum Qualifications:

- I. High school graduation or equivalent (GED).
- II. Must possess the following basic knowledge, skills and abilities:
perform basic math; maintain records used in the course of work; attention to detail; ensure adherence to safe work practices and procedures; safely operate a vehicle; navigate a designated route using a map; follow oral and written instructions; customer service skills;

modern office procedures, methods, and equipment; work independently in the absence of supervision; maintain effective working relationships and work cooperatively with others; communicate clearly and concisely, both orally and in writing.

III. Must possess and maintain a valid Nevada driver's license.

IV. One year of public contact experience is desirable.

Training and Experience: *RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED AND SCORED. IT IS VERY IMPORTANT TO PROVIDE A THOROUGH RESPONSE. PLEASE PROVIDE CLEAR, CONCISE AND LEGIBLE RESPONSES.*

1. Describe your experience with Microsoft Office programs (Word, Excel, etc.).
2. Describe your experience writing technical reports and/or field investigation reports.
3. Describe your basic surveying or map reading skills and your familiarity with Southern Nevada.

To Apply: Submit cover letter and Resume to:

Nevada Division of Water Resources

400 Shadow Lane, Suite 201

Las Vegas, NV 89106-4358

Email: snbolv@water.nv.gov