

NOW HIRING

PART-TIME UTILITY CLERK / METER READER / LINE LOCATOR

City of Alva – Utility Department

The City of Alva is accepting applications for a **Part-Time Utility Clerk / Meter Reader / Line Locator** to assist with utility office and field operations.

HOURS

15–20 hours per week

JOB DUTIES MAY INCLUDE:

- Reading and recording water meters
- Assisting with utility office duties and customer service
- Completing utility service work orders
- Performing **811 utility locates**
- Locating and marking City water and utility lines
- Assisting the Water Department with routine maintenance and service needs
- Filling in for Water Department employees when needed
- Assisting with meter checks, service calls, and other utility-related tasks
- Maintaining accurate records and documentation
- Performing other duties as assigned

QUALIFICATIONS:

- High school diploma or equivalent preferred
- Valid Oklahoma driver's license
- Ability to work independently and as part of a team
- Basic computer skills and ability to learn City software
- Ability to work outdoors in varying weather conditions
- Ability to perform physical duties associated with utility work
- Dependable, organized, and able to communicate effectively with the public

- Previous utility, water, meter reading, or line-locating experience is helpful but not required

APPLY TODAY

Applications are available at **City Hall, 415 4th Street, Alva, OK 73717**, or through the City of Alva website.

City of Alva is an Equal Opportunity Employer.