



Peabody Municipal Light Plant

Community Owned. Not for profit. It's Ours.

JOB POSTING

SUBJECT TO A DEPARTMENTAL PROMOTION, TRANSFER, OPEN COMPETITIVE CIVIL SERVICE EXAMINATION

Posting Date: December 29, 2014

TITLE:	TEMPORARY ELECTRIC METER READER
DIVISION:	DISTRIBUTION
SALARY:	GRADE 6 (\$20.92-\$26.17)
LOCATION:	GENERAL
SHIFT:	7:45 A.M. to 3:45 P.M.
CIVIL SERVICE CLASSIFICATION:	OFFICIAL SERVICE

DUTIES: Under general supervision of Superintendent of Electric Distribution or Assistant Superintendent of Electric Distribution, read meters, record information into meter reading devices, maintain meter reading devices and perform other miscellaneous duties in accordance with established procedures and routines, referring unusual situations to supervisors.

Take and record commercial, industrial and residential meter readings; as necessary, record demand indicator readings, remove seals, reset indicators and reseal all metering instruments.

Check meters, current transformers, and test switches for proper functioning and tampering; report discrepancies such as broken seals, cracked or broken glass, unreadable dials, indicators or numbers and malfunctioning meters to supervisor.

Responsible for projecting a positive image for the Peabody Municipal Light Plant.

Deliver utility bills, receive payments, and disconnect/connect services.

Perform other similar duties as assigned.

Fill-in for Head Meter Reader or Electric Meter Installer (I) as required by supervisor.

QUALIFICATIONS: High school graduate or equivalent. Entry-level position. Valid Massachusetts driver's license.

Please submit Peabody Municipal Light Plant application (attached) and resume to Barbara Previte at the above address or via email at bprevite@pmlp.com.

LAST DATE FOR APPLYING: Thursday, January 8, 2015.

AA/EEO



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Application for Employment

Please Print

Name _____ Social Security # _____
Last First Middle

Address _____
Street City State Zip Code

Telephone # () _____ Mobile/Beeper/Other Phone # () _____

Position Applied For _____ Date of Application ____/____/____

Referral Source _____

Educational Background (Starting with your most recent school attended, provide the following information)

School (Include City and State)	Years Completed	Last Year Attended	Degree	Major Courses

Special Training/Skills (List training, skills, licenses or certificates that may assist you in performing the position you are applying for)

Previous Employment (Starting with your most recent employer, provide the following information)

Employer _____ Tel # () _____ Dates employed ____/____/____ to ____/____/____
 Address _____ Compensation :
 Starting/Final Job Title _____ (starting) _____
 _____ (final) _____

Immediate supervisor (most recent position) _____ May we contact ? _____

Reason for Leaving _____

Employer _____ Tel # () _____ Dates employed ____/____/____ to ____/____/____
 Address _____ Compensation :
 Starting/Final Job Title _____ (starting) _____
 _____ (final) _____

Immediate supervisor (most recent position) _____ May we contact ? _____

Reason for Leaving _____

Employer _____ Tel # () _____ Dates employed ____/____/____ to ____/____/____
 Address _____ Compensation :
 Starting/Final Job Title _____ (starting) _____
 _____ (final) _____

Immediate supervisor (most recent position) _____

May we contact ? _____

Reason for Leaving _____

If not addressed previously, have you ever been fired or asked to resign from a job? Yes ___ No ___
If yes, please explain. _____

If under 18, and it is required, can you furnish a work permit? Date available for work __/__/__ Are you legally eligible for employment in this country?

Driver's license number, if driving may be required in position applied for _____ State _____

References (List name and telephone number of (3) business/work references who are *not* related to you and are not previous supervisors. If not applicable, list three school or personal references who are *not* related to you.)

Name	Title	Relationship to you	Telephone Number	# of years known

Applicant Statement:

I certify that all information I have provided is true, complete and correct. I authorize investigation by the Peabody Municipal Light Plant, its representatives or agents of all statements contained in this application. They may contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and otherwise verify the accuracy of all information provided in this application, resume submitted or job interview. I hereby waive any and all rights and claims I may have regarding the Peabody Municipal Light Plant, its agents or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application. I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. I consent to taking a pre-employment physical examination and such future physical examinations or tests as may be required by the Peabody Municipal Light Plant and understand that as a condition of employment I will be subject to CORI (Criminal Offender Record Information) and RMV (Registry of Motor Vehicle) checks.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment or may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Signature of Applicant

_____ Date __/__/__