|  |  |
| --- | --- |
| Logo  Description automatically generated | King County Water District #20  12606 1st Ave S.  Burien, WA 98168  KCWD20@KCWD20.Com |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES | NO | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES | NO |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address: |  |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

## Meter Reader – King County Water District #20

**Job Status:**

Open - open and accepting applications

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Position Title:** | **Meter Reader** | | **Reports to:** | **Field Superintendent** | | **Supervisory Duties:** | **Not Applicable** | | **Pay Range:** | **$3,120 – $3,640 per month ($18.00 to $21.00 per hour)** | | **Closing Date:** | **Open until filled** | | **How to Apply:** | **Contact Office to request an application 206-243-3990** |   **General Duties/Requirements:** The Meter Reader works under the general direction of the Field Superintendent. This position serves as the sole meter reader for King County Water District #20 (KCWD #20). The position also performs a broad range of manual labor to support the District. Duties may include, but are not limited to:  **Ideal candidate traits:**   * Ability to communicate information clearly and concisely to customers, field and office employees, and management. * Team player with ability and desire to accept direction from others. * Ability to be organized and complete paperwork in a timely manner. * Prompt and time sensitive. * Ability to multitask and follow directions. * Safety conscious and committed to safe work practices. * Ability to provide high level of customer service. * Accurately read water meters in a timely manner. * Self-motivated. * Strong desire to learn the trade.   **Essential Job Functions:**   * Ability to manually accurately read water meters using the District’s meter reading handhelds. * Complete reading of meter routes in a timely manner regardless of weather conditions. * Perform ground maintenance operating weed whackers, lawn mowers and hand tools to maintain the meter route. * Perform building maintenance to include normal maintenance of structures like, but not limited to: roofing, hanging doors, pressure washing, and painting. * Provide manual labor to support field staff including, but not limited to: digging and installing water meters and water lines. * Read, replace, insulate, and maintain all PUD meters and meter boxes. * Operate light-duty trucks in picking up and delivering materials or supplies, and collecting and removing debris as assigned. * Work in accordance with safety practices and procedures. * Shut off water for non-payment of bills. * Respond properly to customer complaints and be able to resolve conflict. * Perform basic checks of water systems. * Maintain paperwork. * Keep vehicle clean and properly maintained. * Perform overtime and on-call duties as needed. * Must have the ability to work in small spaces for extended periods of time. * Must have the ability to frequently enter and exit a vehicle and walk, up to several miles, on uneven, steep, or asphalted surfaces. * Must be able to work dexterously using multiple hand and power tools and equipment, for extended periods of time. * Must be able to work standing, sitting or lying down for extended periods of time in all types of weather and temperatures. * Perform other duties as assigned.   **Work Environment:** Duties are primarily performed outdoors with extreme weather conditions for extended periods of time. Employee risks physical hazard from mechanical and electrical equipment, confined spaces, traffic and exposure to noise, gases, fumes and chemicals. Physical effort is required to perform very heavy manual labor.  **Level of Authority:** Expected to perform routine assignments independently with minimal supervision.  **Required Knowledge/Skills/Abilities**   * Accuracy in reading meters and using District equipment. * Prompt and time sensitive. * Safety conscious and committed to safe work practices. * First Aid Card is desired, but not required. * Flagging Card is desired, but not required.   **Minimum Qualifications**   * High School Diploma or GED. * Current and valid Washington driver’s license with a driving record acceptable to the District’s insurance carrier. * Required to lift in excess of 75 lbs. * Pass a background check. |