

City of Hastings

Position Available: Water Meter Reader/Cemetery Records Maintenance

This position uses specialized equipment to obtain usage readings from water meters in the City. Interacts regularly with utility billing staff, City Clerk and staff; interacts occasionally with system customers. Good computer skills, ability to communicate effectively verbally and in writing, attention to detail, excellent interpersonal skills, high school graduate, valid Michigan driver's license, and a superior attendance record are expected. This position requires extended walking in all weather conditions.

This is a part-time position working up to twenty hours per week. No insured benefits are provided to part-time employees. Some scheduling flexibility is available. Minimum starting wage is \$14.50 per hour.

An application for employment and a full job description may be obtained at City Hall, 201 E. State St., Hastings, Michigan 49058, 8:00 AM to 5:00 PM, Monday through Friday or by telephone request to Lori Parmenter, Deputy Clerk, at 269.945.2468. Applications will be accepted until the position is filled. Review of applications will begin on August 27, 2020.

Jane Saurman
City Clerk/Treasurer