



City of Quitman Advertisement for Water/Sewer Positions

The City of Quitman is taking applications for the following positions within the Water and Sewer department:

- **Instrumental Technicians/Meter Readers**
 - Must be able to read and record readings accurately
 - Must be able to maintain and replace meters
- **Mechanics for pumps and other related equipment**
 - Must be able to perform unskilled and semi-skilled manual labor duties in connection with water/sewer line installation, maintenance, and/or repair
 - Must be able to assist with loading trucks with materials
 - Must be able to properly maintain tools on trucks
 - Must be able to maintain and repair water lines, water meters, fire hydrants and pumping equipment
- **Project Manager**
 - Must be skilled in overseeing constructions and improvements
- **Utilities Supervisor**
 - Must have the ability to manage the operation and a team of employees
 - Must be able to monitor and record daily well performance
 - Must be able to collect monthly samples for reports
 - Must attend required training sessions to maintain accreditation and licenses.
- **Utility Billing Specialist/ Customer Service Representative**
 - Must possess basic computer skills
 - Must have experience with office machines
 - Must have knowledge of basic accounting skills
 - Must be able to adapt to a fast-paced environment
 - Must be able to work closely with others
 - Must be able to stand or sit for prolong periods of time

All positions have a minimum requirement of a High School Diploma or GED and the possession of a current and valid Georgia Driver's License. Applicants must be able to successfully pass a criminal background check and drug screening. Supervisory positions come with the expectation of being able to pass and maintain certifications.

The City of Quitman is an Equal Opportunity Employer