



Job Description

Position Title: Full Time Customer Service Technician, Water Department.

Reports To: Director of Public Works.

Position Requirements: Must be at least 18 years of age, possess a valid Indiana driver license, and be able to pass a drug screening. Good communication skills and ability to interact with people are also required. High school diploma is preferred and additional education is a plus.

Responsibilities: Should be able to deal with customer service issues. Be able to respond to consumer questions regarding water shut-offs, low pressure and high consumption to name a few. Must also be able to work with basic tools to be able to change water meters, test water meters and locate water and sewer lines. Qualified applicant should also have good organizational skills to be able to maintain records of services performed as required.

Work Environment: Work is performed both indoors and outdoors. Must be able to work in inclement weather. Some work is done in the office and some work is done on the road at individual residences.

Application: Applications can be picked up and filled out at the Lowell Town Hall, 501 E. Main St., Lowell, IN 46356. Resumes may be sent to P.O. Box 157, Lowell, IN 46356 or E-mailed to Publicworks@Lowell.net.