



**Utility Service Field Representative
City of Wheeling**

The Municipal Civil Service Commission will be conducting an examination for the following position:

Utility Service Field Representative: \$13.44/hour, with increase after 6 months

Description: Under general supervision of the Utility Accounting and Revenue Office Manager, the Utility Service Field Representative performs water service related tasks in the connection or disconnection of water services, collection of overdue payments, and the shut off past due accounts. **Requirements:** High school diploma or GED plus two (2) years of experience in customer service or closely related area; an equivalent combination of education and experience which indicates possession of the knowledge, skills and other characteristics may be substituted for the above qualifications.

The City of Wheeling offers an excellent benefits package. Applicants must meet residency requirement within six (6) months of hire date.

Interested applicants should apply at the following location:

West Virginia Job Service
1275 Warwood Avenue (Warwood Shopping Plaza)
Wheeling, WV 26003

Applications will be accepted through Friday, April 5, 2013.

No telephone calls, please.

EOE