



**DEDHAM-WESTWOOD WATER DISTRICT**  
*50 Elm Street, Dedham, Massachusetts 02026*

**Notice of Job Opening**

The Dedham-Westwood Water District seeks qualified candidates for the position of Customer Service Representative. The successful candidate will be primarily responsible for efficiently performing customer billing and accounting activities related to the issuance and collection of water service charges for customer accounts. Other duties include handling phone calls and correspondence with customers, creating service orders for meter technicians, working with the accounting department to post daily deposits, running monthly accounts receivable detail, and assisting in the scheduling and billing of cross connection device testing. Qualified candidates should be detail-oriented, have strong communication skills, and 1-3 years experience in customer service and billing. This is a full-time position, 40 hours per week.

Please mail your cover letter and resume to the Dedham-Westwood Water District, 50 Elm St., Dedham, MA 02026 or email [blukis@dwwd.org](mailto:blukis@dwwd.org). The position will remain open until a suitable candidate is chosen.

For a full job description, please visit [www.dwwd.org/employmentvacancy](http://www.dwwd.org/employmentvacancy)

**About Dedham-Westwood Water District ([www.dwwd.org](http://www.dwwd.org))**

The Dedham-Westwood Water District (DWWD) is the Public Water Supplier to the Towns of Dedham and Westwood. The District was formed as a government body in 1985 and is governed by a six-member Board of Water Commissioners appointed by the Select Boards of the two towns.

*The Dedham-Westwood Water District is an equal opportunity employer dedicated to building an inclusive and diverse workforce.*