



WATER DIVISION

86 Bridge Street, P.O. Box 20, Baldwinville, MA 01436-0020

TEL: 978-939-5323

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John M. Driscoll, *General Manager*

Templeton Municipal Light & Water Plant Water Clerk Step 2

The TMLWP currently has an opening for the Water Plant position of Water Clerk Step 2. Under direct supervision of the TMLWP Business Manager, the Water Clerk performs a full range of customer service and internal clerical functions for the TMLWP's municipal light and water plants. The qualified candidate should have experience in the municipal utility field, particularly in the areas of billing & collections, customer service and record-keeping along with all skills necessary for correspondence with the general public. Good communication, computer and organizational skills and the ability to exercise good judgment are a must.

The Water Clerk Step 2 position is a non-exempt/union/hourly one per the Collective Bargaining Agreement (CBA) between the TMWP and Laborers Local Union #39. The hourly wage for the Water Clerk Step 2 position will be **\$22.53** per hour for the remainder the fiscal year 2025, after which time this hourly wage will be subject to the provisions relevant to employee compensation within the next CBA tentatively for July 1, 2025 through and including June 30, 2028.

Resumes Attn: John M Driscoll, General Manager
Templeton Municipal Light and Water Plant
86 Bridge Street
Baldwinville, MA 01436

Applications must be received at the TMLWP by close of business on Friday, August 9, 2024.

EOP/EOE