

# EMPLOYMENT OPPORTUNITIES

The City of Reading is accepting applications/resumes for a part time employee to work with the City of Reading Maintenance Department. This position will be assisting Public Works/Maintenance employees in their daily work along with things like lawn care, street maintenance, meter reading, building and vehicle maintenance and other duties as necessary. Must have a CDL License and be able to operate Heavy Equipment. Please submit an application, resume and references to the City of Reading, Attn: Bob Jepson, City of Reading Maintenance Dept. 113 S. Main Street, PO Box 240, Reading, MI 49274 no later than 5:00 pm October 1, 2018. Any questions should be directed to Bob Jepson at (517) 474-3473.

The City of Reading is also accepting applications/resumes for a part time/fill-in clerical position to work in the Reading City Hall office. Hours of work will range from 8-24 hours per week and hours worked and schedule could vary from week to week. Duties will include, but are not limited to, answering the phone, assisting walk in customers, data entry and bank deposits. Must be able to balance a cash drawer and experience working in MS Office, including Excel and Word. Please submit an application, resume and references to the City of Reading, Attn: City Manager/Clerk/Treasurer, 113 S. Main Street, PO Box 240, Reading, MI 49274 no later than 5:00 pm October 1, 2018. Any questions should be directed to the City Manager/Clerk/Treasurer at (517)283-2604.