City of Odessa Jobs — Water Services Customer Support Representative — Odessa, TX, USA

Hiring organization
City of Odessa

Employment Type

Industry
Municipal Water Services

Job Location
Odessa, TX, United States

Date posted
November 15, 2026

Valid through
2026-11-22

Description

The Water Services Customer Support Representative is one of the municipal water services occupations to understand when exploring City of Odessa careers in Odessa, TX, USA. The work brings together handling water account enquiries and recording service interruptions and meter concerns, so consistent updates matter. Skills in utility billing and customer support, alongside good communication, make this type of work easier to manage.

Responsibilities

- Handle water account enquiries.
- Record service interruptions and meter concerns.
- Document progress clearly and share outstanding questions with the right colleagues.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with utility billing and customer support.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in utility billing, academic projects, or related service work provides useful preparation for water services customer support representative responsibilities.

Skills

utility billing, customer support, service tracking, communication, organization, accuracy

Career Information

Explore the City of Odessa official website for organization and career information.