



## City of Ishpeming - Position Description (Meter Reader)

PD#:CH-ISH-0010

Replaces #: New Position

Organization Title: Meter Reader – Part-time  
Position Location: City of Ishpeming  
State of Michigan  
County of Marquette

### POSITION CLASSIFICATION

#### POSITION:

The Water Meter Reader is a non-union position, hired and employed under the general supervision and direction of the Office Manager. The water meter reader is a combination of administrative field work functions performing a broad range of minimally complex assignments in support of utility billing and financial operations of the City. A primary function is to obtain water and / other meter readings from non-radio meters. Some administrative data entry and analysis may be required to ensure accurate and complete meter reading analysis. Work assignments are established in advance with clearly defined procedures and practices. A Utility Billing Clerk coordinates daily work schedule and related equipment needs. This employee will be afforded a flexible work schedule with minimal direct supervision.

#### CITATION:

Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**SUPERVISOR POSITION:** Office Manager **REVIEWED DATE:** 03/7/22

**CLASSIFICATION REVIEW:** This position has been classified/graded as required by the Personnel Policy Non-Union Employees, of the City of Ishpeming, Marquette County, Michigan, and is consistent with the most applicable published standards.

<b>Position Information</b>	<b>Conditions of Employment</b>	<b>Position Assignment</b>
FLSA - NO	Drug Test Required – NO	Part-Time
Primary Work Role –Meter Reading	Financial Management Certification – NO	Full Potential
Additional Work Role 1: None	Essential Designated – NO	Non-Probationary
Additional Work Role 2	Required Access to Firearms – NO	
Interdisciplinary – NO	Personal Reliability Screening - NO	
Security Access – NO	Vaccination – YES Influenza	
FLSA Appeal – NO	Financial Disclosure – NO	
Supervisory Status – NO	Lautenberg – NO	

**SUPERVISORY CONTROLS:** Works under the direction of the Office Manager for Personnel / HR and Administration who provides oral and written instructions within the limits of established policies and basic operation schedules. The Utility Billing Clerk assigns daily tasks / work operations. Completed work is evaluated for overall effective and economical use of personnel, equipment, materials, and methods to meet operational goals and quality standards.

**ESSENTIAL DUTIES.** Performs Administrative and Field Work Assignments with primary tasks associated with collection of metered drinking water for residential and / or commercial meters. Essential tasks shall include:

- Uploading route information, readings other available data from meter reading software to handheld reading devices before/after completing reading routes.
- Obtain accurate / current water and final meter readings.
- Distribute door hanger / shut-off notices for delinquent accounts.
- Maintain interior and exterior of assigned city vehicle for clean professional appearance / condition.
- Report necessary service requirements / concerns (e.g. tampering) noted at location during meter reading to the DPW.
- Perform basic user-level maintenance / care of meter reading equipment
- Perform other related functions as assigned

**CONDITIONS OF EMPLOYMENT.**

- Exposure to prevailing weather conditions.

- Frequent lifting and or carrying objects weighing up to 40lbs.
- Frequent standing and walking
- Occasional sitting and driving
- Must be capable of using hand(s)/feet for repetitive single grasping, fine manipulation, pushing, pulling and operating controls.
- Frequent bending, twisting, squatting, reaching and grappling.
- Ability to communicate orally in a clear manner
- Ability to distinguish people, objects and numbers at varied distances under a variety of light conditions.
- Administratively enter data, as required, into automation systems

**MINIMUM QUALIFICATIONS/ REQUIREMENTS.**

- Required training includes high school education or the equivalent.
- Familiarity with basic clerical practices.
- Valid State of Michigan Vehicle Driver's License (no current infractions).
- Personable with above average skills interacting with the public.
- Ability to work a flexible schedule

**FLSA COMMENTS/EXPLANATIONS:**

DUTIES OF THE POSITION MEET THE EXECUTIVE EXEMPTION CRITERIA SET FORTH IN 5 CFR 551.

**EXECUTIVE EXEMPTION:**

- a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
- b. Customarily and regularly directs 2 or more employees, AND
- c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have weight.