

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

JOB DESCRIPTION	
Part-Time Meter Reader	
Supervised by:	City Clerk/Treasurer
Supervises:	None
General Summary:	Read water meters throughout the City of Hastings. Perform other assigned activities as by supervisor, or other assigned representative. This position is an at-will employee and subject to City of Hastings Personnel Policy.
Essential Job Functions:	
1	Read water meters and enter data in route books or handheld devices. Upload all information collected to office computers for data compilation.
2	Walk or operate vehicles along established routes to take readings of water meters.
3	Report any missing or damaged equipment, as well as impediments to meter access.
4	Other activities as assigned by supervisor, or other assigned representative.
Required Knowledge, Skills, Abilities and Minimum Qualifications:	
▪	Good judgment, initiative, and resourcefulness in solving problems.
▪	Knowledge of modern office practices and procedures. Awareness of and compliance with standard procedures and practices.
▪	Demonstrate skill in operating a computer.
▪	Strong attention to detail and organizational skills.
▪	Skill in establishing and maintaining effective working relationships with fellow employees and the general public.
▪	Ability to communicate effectively orally and in writing. Ability to prepare complex reports and records.
▪	High school education including courses in English and math is required. Course work in business, accounting, and data processing and relevant college training is preferred.
▪	One to three years experience in similar tasks and functions is preferred.
▪	Ability to read, understand, and maintain digital records.
▪	Ability to concentrate and pay close attention for extended periods of time.
▪	Ability and willingness to understand and carry out oral and written directions.
▪	Any equivalent combination of experience and education that would provide the knowledge and skills and abilities required for the duties listed herein.
▪	License and ability to operate a motor vehicle.

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Physical Demands and Work Environment:

Work is mostly conducted in the field. This includes inclement weather. Ability to sit, stand, and move about to accomplish daily functions. Ability to lift up to 50 lbs, and carry over uneven terrain. Ability to walk up to 7 hours per day.

Date Created: 05.10.2017

Dates of Revision: 04.17.2018
