

City of Hillsboro
An Equal Opportunity Employer
POSITION DESCRIPTION

Employee Name:		Dept./Div.:	Public Works / Water Office
Position Title:	Water Distribution Meter Reader	Reports To.:	Utilities Office Lead
Civil Service Status:	Unclassified	Class Title:	Not Assigned
Employment Status:	Full-Time	Class Number:	Not Assigned
FLSA Status/Pay:	Non-Exempt	EEOC Job Group:	Skilled Craft Worker

QUALIFICATIONS: An example of acceptable qualifications (at least one of the following):

- Completion of high school education or GED; and
- 0 - 1 year experience.
- Any combination of education, training and/or experience equivalent to the minimum qualifications stated above.

LICENSURE OR CERTIFICATION REQUIREMENTS: Must possess and maintain a valid State of Ohio vehicle operator's license.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

personal computer, printers, copier, telephone, and other standard business office equipment, motor vehicles, hand tools, power tools, and small/light equipment (shovels, air compressor), two-way radio.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to hot, cold, wet, humid, or windy weather conditions, lifting, carrying, pushing, pulling, chemical compounds found in an office environment (e.g., toner, correction fluid, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

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Page 2 of 3

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Read and record accurate water meter information using personal computer or mobile device; repair, replace, and wire electronic water meters; install, repair, and replace water systems and appurtenant items using hand tools, power tools, and small/light equipment; perform landscaping duties including grading, seeding, cutting grass, weeds, foliage, and trimming branches; control traffic flow as a flag person; perform masonry, concrete, painting, and carpentry work related to activities; conduct minor repair and maintenance on tools and equipment; perform general custodial duties such as sweeping, mopping, and cleaning; locate and clean out curb boxes; follow work orders to find and check water leaks; ensure proper maintenance and repair of equipment; operate truck, electric drill, air compressor, and office machines including computer, copier, and calculator; lift and move up to seventy-five pounds a distance of ten yards; follow all department safety and health policies and procedures; demonstrate regular and predictable attendance; remain on call twenty-four hours a day, seven days a week.
2. Manage and supervise clerical duties including reviewing, verifying, maintaining, and correcting receipts, invoices, expense reports, journal entries, and other accounting reports and documents; prepare pay-ins, requisitions, purchase orders, receipts, and other accounting documents; deposit daily receipts as required; post, update, and balance financial ledgers, books, cards, journals, and other accounting instruments; calculate amounts to be collected or disbursed; type pay-ins, requisitions, correspondence, invoices, budget requests, statistical reports, water permits, notices, and other documents; file, reproduce, and distribute documents; receive, sort, and distribute mail; order office supplies; assist general public and agency personnel in person or on the telephone; respond to routine inquiries, provide information, assist in completing forms, make referrals, and provide direction; check documents and information for accuracy; log and process documents; route information and documents to appropriate personnel.
3. Attend workshops or seminars related to duties performed; gather, compile, and calculate financial and statistical data as requested; prepare and maintain detailed and routine financial and statistical records, reports, summaries, and worksheets; prepare budgetary projections, forecasts, financial worksheets, and balance sheets as requested; complete daily/weekly reports, logs, and time sheets related to work assignments; perform duties of co-workers as assigned; perform other duties as assigned by supervisor.
4. Meet all job safety requirements and all applicable safety standards that pertain to essential functions; must demonstrate regular and predictable attendance; maintain required licenses and/or certifications.

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OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

KNOWLEDGE OF: goals and objectives, policies and procedures, public relations, office practices and procedures, records management, workplace safety, water meter maintenance and repair, agency goals and objectives*, agency policies and procedures.*

SKILL IN: typing, computer operation, use of modern office equipment and software, critical thinking, judgment and decision making.

ABILITY TO: exercise independent judgment and discretion, understand, interpret, and apply laws, rules, or regulations to specific situations, carry out and interpret instructions, communicate effectively, understand technical manual and/or verbal instructions, read and utilize blueprints, lift up to seventy-five (75) pounds, perform semi-skilled activities, perform heavy manual labor for extended periods of time in often adverse conditions, travel to and gain access to work site, demonstrate professionalism, apply management principles to solve agency problems.*

POSITIONS DIRECTLY SUPERVISED: None

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed all the pages of my position description, and that I understand the contents.

Signature of Agency Representative

Date

Signature of Employee

Date