

**City of Escanaba  
Utility Department  
Meter Reader**

The City of Escanaba is seeking applicants for the full-time position of Meter Reader in the Utility Department. Essential job functions include the following:

- Walk three (3) to eight (8) miles per day, at a hurried pace, in all weather conditions, including rain, snow, cold, heat, etc.
- Read water and electrical meters and enter the readings into a handheld computer.
- Inspect metered installations for the following conditions: leaks, defects, lack of movement, malfunction, fraud, theft or other hazardous conditions, and report and track any and all findings.
- Operate handheld meter reading computers, and be familiar with the functionality of those systems.
- Collect and process meter reads from the various remote transmitters attached to meters throughout the system.
- Upload meter data from handheld computers into the City's utility billing system, and ensure the accuracy thereof.
- Fill in for Billing Clerks and Cashiers during absences.
- Coordinate with Utility Serviceperson, Water and Electric personnel and customers to ensure correction of defective conditions and compliance with ordinances and regulations.
- Utilize the City's computerized utility billing system to analyze usage patterns, assist customers, resolve questions ensure correctness of data.

Minimum qualifications include a high school diploma and a valid Michigan Driver's license.

Starting pay is \$15.20 per hour with a competitive fringe benefits package. Candidates should submit a resume and letter of interest via e-mail to [hr@escanaba.org](mailto:hr@escanaba.org) or by mail to City of Escanaba, Attn: HR Director, PO Box 948, Escanaba, MI 49829. Candidates are encouraged to review the complete job description online at <http://www.escanaba.org/jobopenings>. Submissions will be accepted until 4:00 p.m. on July 7, 2017.

**The City of Escanaba is an Equal Opportunity Employer**

**CITY OF ESCANABA  
JOB DESCRIPTION  
METER READER**

**Title:** Meter Reader

**Department:** Utility Billing

**Classification:** Full-Time, Hourly, Non-Exempt

**Union:** Teamsters Public Works and Clerical Bargaining Unit

**Rate:** Wage Group 4

**Date:** June 2015

**GENERAL PURPOSE**

The Meter Reader collects electric and water consumption data through manual and electronic reading of utility meters. The position also ensures correct and accurate transfer of data into the City's utility billing system, and ensures that utility installations are compliant with ordinances and other regulations.

**SUPERVISION RECEIVED**

Work is performed under the primary supervision of the City Treasurer. Utility Billing Clerks provide secondary supervision and work assignments to the Meter Reader.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following are examples of duties associated with the Meter Reader position. These examples do not include all of the duties which the employee may be expected to perform.

- Walk three (3) to eight (8) miles per day, at a hurried pace, in all weather conditions, including rain, snow, cold, heat, etc.
- Read water and electrical meters and enter the readings into a handheld computer.
- Inspect metered installations for the following conditions: leaks, defects, lack of movement, malfunction, fraud, theft or other hazardous conditions, and report and track any and all findings.
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- Utilize the City's computerized utility billing system to analyze usage patterns, assist customers, resolve questions ensure correctness of data.

**DESIRED MINIMUM QUALIFICATIONS**

Applicants must be high school graduates and possess a valid Michigan driver's license.

**JOB DESCRIPTION**  
**METER READER**  
**PAGE 2**

**NECESSARY KNOWLEDGE, SKILLS & ABILITIES**

- Ability to walk up to 8 miles daily, at a fast pace, in all weather conditions.
- Ability to collect and enter data quickly with a high degree of accuracy.
- Ability to read and write in English.

**SELECTION GUIDELINES**

Selection is based on strength of application, interview, formal education, experience, and performance on job related aptitude tests.

**TOOLS AND EQUIPMENT USED**

Vehicle, computer, handheld computer, meter reading and billing system software an related office equipment.

**PHYSICAL DEMANDS**

The nature of the work is very physically demanding and fast paced. The employee is frequently required to sit, stand, kneel, stoop, crouch, walk up to 8 miles per day, talk, see, hear, ambulate and use hands and arms for reaching, touching, feeling, grasping, keyboarding, and manipulating objects.

Visual abilities require close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

**WORK ENVIRONMENT**

80% of work is performed outdoors in all weather conditions including rain, snow, cold and heat. Approximately 20% of work is work is performed in a climate controlled indoor office environment.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

This Job Description does not constitute an employment agreement and is subject to change by the employer, as the needs of the employer and requirements of the job change.