



POSITION	Meter Reader	Full Time Position
DEPARTMENT	Field Services	FLSA Status: Non-Exempt
REPORTS TO	General Manager	April 2025

Essential Duties and Responsibilities:

- Safely and accurately perform meter reading for approximately 3,800 service connections within our service area. This will require the operation of a company vehicle.
- Maintain shop inventory, operate machinery, complete daily work orders, and install and repair water meters.
- Perform general landscaping/maintenance tasks within the plant sites, office and distribution system.
- Load and unload materials and equipment; assist in delivery, storage and transfer of chemicals.
- Operate various hand and power tools and test instruments.
- Learn and apply all safety rules and regulations.
- Perform routine operational duties and learn to perform more complex or critical assignments.
- Respond to and perform emergency repairs at irregular hours.
- Ability to be subject to 24-hour on call, variable working hours, overtime, weekends and holidays. May be required to perform stand-by duties and respond to emergencies.

Minimum Training and Experience Required To Perform Essential Functions:

- General knowledge of the use of equipment used in water distribution processes, such as pumps, motors, valves, meters, generators and compressors.
- Ability to recognize and use tools and equipment necessary to perform limited repairs to equipment.
- Knowledge of the safe and proper operation of various types of hand and power tools, pick-up trucks, tractors and similar vehicles.

Other Special Requirements:

- High school diploma or equivalent.
- Must possess a valid Michigan driver’s license in good standing.
- Employment is contingent upon passing a physical examination and drug test.

Physical And Mental Abilities Required To Perform Essential Functions:

- Ability to analyze, compare, count, differentiate, copy, and record information and data.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to follow specific instructions and respond to simple requests from others.
- Ability to communicate effectively orally and in writing with supervisor and personnel.
- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information or processes.
- Ability to exert effort in strenuous physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to lift and move the weight of a large bag of cement or the equivalent.
- Ability to withstand exposure to inclement weather conditions, working in wet and/or odorous areas, working in tanks and/or confined spaces.

Employment benefits:

Full-time employees are eligible to participate in the company's medical and life insurance plans and a retirement plan. Paid leave is also available to full-time employees

Starting pay:

Depending on experience and qualifications

This job description is not a contract nor implied to be all-inclusive. As a result duties may change from time to time. This description should be reviewed at least annually to ensure duties are appropriately stated.