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## Public Position Announcement

**DATE:** May 2, 2022  
**TITLE:** Meter Reader  
**DEPARTMENT:** Administration & Finance  
**REPORTS TO:** Finance Director  
**FLSA:** Non – Exempt  
**STARTING SALARY:** \$15.00 per hour (20-25 hours/month – daytime working hours)  
**RESPOND BY:** May 20, 2022

**ADDITIONAL INFO AT:** <http://washingtioniowa.gov/news-events/operator-position/>

### POSITION SUMMARY:

The Meter Reader is a non-exempt part time position that utilizes electronic equipment to record meter readings for the calculation of the monthly water bills. Meter readers are required to follow prescribed policies and procedures and must be skilled in decision-making and generally work well with limited supervision. Performs all other duties as assigned.

### ESSENTIAL FUNCTIONS AND DUTIES:

Include but are not limited to collecting metered data on or around the 8<sup>th</sup> of each month. Data collection will run approximately two weeks. Data must be collected in a specific order and runs in a section of the town referred to as a “book”. Data collection units will be checked out to a reader at city hall by the Utility Clerks. The collection units will be the responsibility of the reader while in their possession. All equipment will be returned to city hall before the close of business the day the equipment is checked out. Responsible for keeping all City vehicles, equipment, tools, building and grounds in clean, safe and in good working condition as needed.

Must have ability to bend, stoop, lift and carry 25 pounds, and must be in general good physical health. Must have ability to hear speech and other sounds effectively for the taking of statements and directions. Must possess sufficient mental functions and capabilities to make rational decisions to handle operational needs and business decisions of the position. Must have ability to establish and maintain effective working relationships with supervisor, co-workers and the general public. Must be able to understand and follow instructions and written diagrams, and have mastery of the spoken and written English language. Must be able to speak, write and understand English to effectively communicate with fellow employees and the general public by

telephone, electronically, in written format and face-to-face. Must have the ability to work outside in a variety of weather conditions.

Position performs other assigned duties as deemed necessary or as required.

**TYPICAL DUTIES:**

As above. Participates in the daily activities of the City of Washington's operations.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must be careful and skilled in the operation of equipment & complete in record keeping as needed. Must develop thorough knowledge and understanding of safety rules and regulations and City policies. Must work within and enforce these rules, regulations and policies. Team player who inspires other employees to perform to the best of their abilities.

Ability to effectively express ideas verbally and in writing. Ability to establish and maintain positive working relationships with Supervisor, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors.

**WORKING CONDITIONS:**

Inside . Regular lifting, climbing, stooping, reaching, and handling activities. Requires ability to converse, using verbal and listening skills, with citizen customers, vendors, staff and Council. Requires eye/hand coordination, manual/finger dexterity and motor coordination. Requires clerical, forms, numerical, and verbal perception. Physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 25 pounds.

**REQUIREMENTS:**

High school diploma or GED required. Ability to communicate clearly, and keep accurate records. Must be able to operate a telephone, computer, calculator, postage machine. Ability to understand and carry out oral instructions as well as basic written instructions. Good public appearance and positive attitude. Must possess a current Iowa Driver's License at time of hire and throughout employment. Must be insurable by the city's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

**DISCLAIMER:**

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.