

## ORDINANCE 2017-20

An Ordinance amending provisions of the City of Harrodsburg Ordinance # 2006-13.

**WHEREAS**, the Board of Commissioners of the City of Harrodsburg desires to amend a portion of the Classification plan, Compensation plan, and Job Description of Ordinance 2006-13.

**NOW, THEREFORE**, be it enacted by the City of Harrodsburg, Kentucky, that a portion of the Ordinance under "Job classifications/descriptions for Water Meter Reader/Office Clerk", be amended as follows:

### Class Title

Water Meter Reader/Office Clerk

### Characteristics of the Class

Under general supervision, reads water meters and records appropriate data. Performs related work as required.

### Examples of Duties or Responsibilities of the Classification

(Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality)

Performs activities necessary for the accurate measurement of water consumption by municipal water customers. Collects data with the AMR reading system or records information on printed forms for subsequent use in calculating water bills. Cuts off water to delinquent customers, and takes action necessary to reconnect when bills are paid. Replaces inoperable meters as necessary and maintains the boxes: making sure lids are secured properly and marked adequately. Answers routine questions or complaints from customers. Will also assist in the billing office with collection and posting of water bill payments and work orders, as time allows. Performs related work as assigned by supervisor. Some building maintenance duties may be assigned as needed.

### Typical Working Conditions and Unique Physical Requirements

(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of an individual position.)

Typically works outdoors and is required to perform duties in all weather conditions. Must possess adequate physical strength to lift metal lids covering water meter twenty –five to fifty (25 – 50) pounds. A great deal of walking, kneeling and bending over is required. Office days would require sitting at desk.

### MINIMUM QUALIFICATIONS

#### Training and Experience

Graduate from an accredited high school or equivalent (GED).

#### Special Licensing Requirements

Valid Kentucky Driver's License

Must be bondable

#### Special Knowledge, Skills, and Abilities

Ability to understand and follow oral and written instructions. Ability to understand and input mathematical data into computer device. Knowledge of and the ability to operate standard office equipment used in an office setting. Computer skills and the ability to utilize specialized software. Ability to maintain accurate records. Ability to learn

proper procedures for installing water meters. Ability to establish and maintain an effective working relationship with other employees and the general public. Ability to perform job requirements timely in extreme weather conditions.

Overtime Status

Non-exempt

**WHEREFORE**, this Ordinance was approved by the City Commissioners of Harrodsburg on the 9th day of October, 2017.

This Ordinance shall become effective upon its passage, approval and publication as required by law.

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Eddie Long, Mayor

City Of Harrodsburg

ATTEST:

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City Clerk/Treasurer

Given 1<sup>st</sup> Reading and Passed on the 18th day of September, 2017.

Given 2<sup>nd</sup> Reading and Passed on the 9th day of October, 2017.