

ORDINANCE NO. 26-18

**AN ORDINANCE CREATING THE POSITION AND SETTING  
THE SALARY OF THE METER READER/UTILITY LABORER,  
EFFECTIVE JUNE 15, 2026, AND DECLARING AN  
EMERGENCY.**

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BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BELLAIRE, COUNTY OF BELMONT, STATE OF OHIO:

SECTION 1: That the position of Meter Reader/Utility Laborer is created.

SECTION 2: That the hourly wage for the position of Meter Reader/Utility Laborer shall be \$15.00 an hour effective June 15, 2026.

SECTION 3: The job description for the Meter Reader/Utility Laborer position is attached to this ordinance as Exhibit A.

SECTION 4: The position is subject to a six-month probationary period.

SECTION 5: The Meter Reader/Utility Laborer is entitled to the benefits typically provided by the Village and described in the Village handbook.

SECTION 6: That Matt Vasey is hired for the position of Meter Reader/Utility Laborer effective June 15, 2026.


SECTION 7: That all other Ordinances or Resolutions, or portions thereof, which are in conflict with this Ordinance are hereby repealed.

SECTION 8: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including section 121.22 of the Ohio Revised Code.

SECTION 9: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

**ATTESTED:**

\_\_\_\_\_, Fiscal Officer

  
Robert Dodrill, Mayor

Date: \_\_\_\_\_

Date: 6/18/20

**CERTIFICATE OF POSTING**

I, Barbara Jirinec, Clerk of Council, do hereby certify that the foregoing Resolution was published by posting the same in five (5) public places within the Village of Bellaire, Ohio as provided by Ordinance No 1229, for a period of not less than fifteen (15) days, said Ordinance having been first posted on \_\_\_\_\_.

\_\_\_\_\_



**JOB TITLE:** Meter Reader/ Utility Laborer  
**DATE:** June 15, 2026  
**RATE OF PAY:** \$15 an hour plus benefits  
**DEPARTMENT:** Water Department  
**SUPERVISOR:** Water Distribution Coordinator  
**Position:** Non-Exempt with 6 – month probationary period  
**WORKING HOURS:** Full - Time, 40 – hours per week

**GENERAL JOB DESCRIPTION**

Read and record residential and commercial water meters, both manually and with the assistance of digital handheld equipment, to record monthly water use consumption. Obtain meter readings on driving and walking routes during all seasonal weather conditions. Provide timely meter reads to Water office. Work on meter repairs and perform instructed water valve shut-offs as needed. Works on the water crew once the monthly reads have been completed. Acts as water laborer. Willingness to learn water system. The Meter Reader performs various duties that require following established processes, procedures, and practices. **MUST POSSESS A VALID DRIVER'S LICENSE** to include an insurable driving record.

**WATER DEPARTMENT: Summary of Duties and Responsibilities**

- Read residential and commercial water meters manually and with digital handheld equipment.
- Assist with field testing of customer meters for accuracy
- Perform minor field repairs, replace damaged meter boxes and lids, clean out meter boxes, check for meter leaks and install and repair wires as needed.
- Perform customer service duties including service turn-ons and shut offs, re-reading meters to resolve complaints and hanging door hangers.
- Install new meters when needed; fix wires and touch pads.
- Assist in repair of water breaks
- Be available for after-hours on call
- Works as laborer with water department when needed

- **Perform other additional duties as required**

#### **QUALIFICATIONS**

- **Knowledge and experience in using general handheld manual and power tools and equipment**
- **Organized, neat and professional appearance to include courteous and customer service-oriented mindset. Work well under time constraints**
- **Able to follow instructions and communicate with residents, employees, and village administration clearly, effectively, and respectfully.**
- **Knowledge of occupational hazards and use of standard safety practices**
  
- **Operate a motorized vehicle and MUST POSSESS A VALID DRIVER'S LICENSE to include an insurable driving record.**

#### **KEY COMPETENCIES**

##### **Ability to:**

- **Read and record water meter readings and maintain accurate and legible records**
- **Learn Village geography and locations of meters**
- **Work independently without continual supervision**
- **Follow written and oral communicated instructions to perform job duties successfully**
- **Clear and concise communication skills in both written and oral practices and maintain and practice positive and effective working relationships. Provide great customer service**

#### **EDUCATION/Training**

**Education that ensures the ability to read and comprehend written information and instructions and written skills that are legible and at a level required for successful job performance. Will provide training on the proper operations and characteristics of meter reading devices and related tools and equipment.**

## **SUPERVISION**

**This position works under the direct supervision of the Water Distribution Coordinator and indirect supervision of the Water Office Manager. This position has no supervisory responsibilities.**

## **WORK ENVIRONMENT**

**Primarily works outdoors and in seasonal weather conditions. Works independently or with other employees, depending on the job assignment for any particular day. Travels from site to site reading meters. Works on sometimes slippery and uneven surfaces, around traffic, exposure to noise, dust, heat, and seasonal weather conditions.**

## **PHYSICAL DEMANDS**

- Able to bend, lift, stoop, kneel, crawl, and lift up to 50 - pounds**
- Daily work includes prolonged periods of walking and standing**
- Physical endurance to work extended hours in various types of seasonal weather conditions.**