



**GREEN OAK CHARTER TOWNSHIP**  
10001 SILVER LAKE ROAD, BRIGHTON, MI 48116  
PHONE: 810-231-1333 • FAX 810-231-5080

**Title:** Utility Billing/Administrator                      **Department:** Supervisor/Treasurer  
**Employment:** Regular, Full Time                      **Reports to:** Supervisor/Treasurer

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### **General Summary**

The Company is hiring a Utility Coordinator and Township Administrator to join its dynamic team. This position will concentrate on billing and coordinating water and sewer systems for the Township. The position will have primary responsibilities but function as a floater when needed. This person should have interests in government services and a general interest in construction and infrastructure. This position supports lead team members and other office personnel within the office and in the field.

### **Essential Duties and Responsibilities**

- Knowledge of Utility billing program and functions for sewer and water, keeping water meter inventory and orders up to date. Coordinate and keep track of changes and additions to meter customers, installation, and troubleshooting billing issues with our operators in the field.
- Includes outside meter reading and importing into our software systems quarterly.
- Create and maintain utility record files.
- Customer service duties such as answering telephone calls, greeting walk-in visitors, and addressing routine inquiries and some cash receipting, issuing receipts, and using an adding machine as necessary.
- Administer dog licenses on behalf of County Government.
- Responsible for document scanning project from paper to electronic format for archiving. Docuware software training for other employees in the building once on board.
- Help other departments as needed with filing and other tasks as requested.

### **Knowledge, Skills and Abilities**

- Education requirements include a high school diploma/GED equivalent
- Basic customer service skills
- Basic office and clerical skills
- Training in BS&A Software modules, Docuware Software, and Metron-Farnier Verizon and Sensus Meter products.
- Microsoft Office products, Adobe software

## **Compensation and Benefits:**

This is a full-time position with a competitive pay rate based on skills and experience. The compensation package includes health benefits, paid time off, and pension plan. Please note that Green Oak Charter Township currently pays for 100% of the premium costs for employees and eligible dependents for medical, dental, and vision.

## **Physical Demands**

The physical demands and work environment characteristics described here are representative of those the employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, feel or operate objects, tools or controls, and is occasionally required to reach with hands and arms. The employee must regularly lift and/or move items of moderate weight, including file boxes, portable computers, etc. Specific vision abilities required by this job include close vision, distant vision, depth perception, color vision, and ability to adjust focus. A driver's license is required.

Work is performed primarily in a business office setting. The noise level in the work environment is usually quiet to moderate.

The above statements are intended to describe essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Accepting applications and resumes at the Green Oak Charter Township Hall, 10001 Silver Lake Road, Brighton, Michigan 48116. Applications are available online or at the Township Hall. Completed application and application materials must be submitted to the attention of Human Resources at [HR@GreenOakTwp.com](mailto:HR@GreenOakTwp.com) by 4:00 pm, Friday, June 10, 2022. For additional information visit: [www.greenoaktwp.com](http://www.greenoaktwp.com).