

Job Information

Job title	Water Meter Reader		Job Code: WATMT	Pay Grade: A
Title of immediate supervisor	Supervisor- Public Works			
Department/Division	Engineering/Public Works / Waterworks & Instrumentation			
Prepared by	N. Pallan			
Date Created	May 14, 2015	Revised date	January 23, 2018	
Dept Head Signature		Date		

Job Purpose

Performs water meter reading and consumption recording within the Municipality. Performs regular reading of water meters, reporting unusually high or low consumption and any conditions in water installations which may cause loss of revenue to the Municipality or complaints by the consumer. Interacts with the public.

Duties and Responsibilities

- Takes regular readings of water meters.
- Inspects meters, and meter boxes and reports leaks and damaged meter boxes.
- Cleans out flooded and buried meters.
- Investigates unusual meter readings and complaints pertaining to the Water By-law and refers unusual complaints to the supervisor.
- Reports malfunctions, non-registering and damaged water meters for follow-up.
- Re-routes water accounts.
- Performs other related duties as required.

Qualifications

- Grade 11 or equivalent.
- Three months experience in reading utility meters including experience in dealing with the public.
- Demonstrated numeric aptitude.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works outside in all types of weather.