



## **COWICHAN BAY WATERWORKS DISTRICT**

Job Description – Meter Reader

### Hours of Work

- Meter Reading is performed quarterly during the last two weeks of March, June, September & December
- Approximate hours fifteen (15) to twenty (20) each quarter
- Tuesday, Wednesday & Thursday

### Duties

Duties may include, but are not limited to the following:

- Read outdoor residential and commercial water meters and enter readings into a handheld reading device
- Numerical competency – ability to accurately read, record and report data
- Returns to office for billing purposes
- Valid Driver's license – Class 5
- Own personal vehicle – mileage compensation
- Physically fit – walks or drives over established route
- Endure various types of weather
- Observes and reports defective and damaged meters to office staff

*Please send your resume to District Administrator Caroline Stilling, Email: [cbwater@telus.net](mailto:cbwater@telus.net)*

*Fax: 250-748-1627 or in person to Cowichan Bay Waterworks District 1760 Pavenham Road Cowichan Bay, BC V0R 1N*

*Closing Date: February 20, 2019 Closing Time: 4:00 .p.m.*