

.V.R.D.

TITLE: Meter Reader II

POSITION DESCRIPTION

NO: 432

DATE: July 1988

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PURPOSE OF POSITION:

To read meters and collect recording charts throughout Water and Sewer facilities and installations.

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DUTIES: (The duties described are intended to be representative of the position and are not to be considered as all-inclusive.)

"Reads" meters and changes charts on a variety of recorders (pressure, flow, level, etc.) throughout water and sewer lines and installations, above and below ground, following established routes and time intervals.

Changes tapes on rain gauges located throughout Greater Vancouver.

Makes minor adjustments to the above equipment and maintains inking systems in good working condition. Performs other related duties as required.

Reports faulty equipment and unusual conditions found during "rounds", or on a particular chart.

Maintains inventory of charts and ensures adequate supply at all times.

Maintains "housekeeping" in vehicle used for "rounds" and makes sure air cylinder carried in vehicle is full and operational at all times.

Relates any problems that are observed while reading meters and changing charts to the meter technicians.

When necessary, may be required to note irregularities concerning the operation of underground mechanical flowmeters (i.e. positive displacement, propeller meters, etc.) during the course of performing meter reading duties.

When necessary, may be required to perform maintenance, calibration and scheduled bi-annual calibrations of mechanical flowmeters, and keep records up to date. May also maintain inventory and recommend restocking of usual replacement parts for mechanical flowmeters.

Works in close liaison with the Instrumentation Division to assure that the mechanical flowmeters are kept in good working order.

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REQUIREMENTS: (Minimum to fill position)

Grade 12 graduation or equivalent, plus a minimum of one year's experience as a Meter Reader I with the District or other jurisdictions. Neat and legible handwriting. Valid, clean B.C. Driver's License and health certificate for Watershed entry. Good physical condition (able to lift manhole covers and climb/descend long ladders to roof tops or underground chambers). Excellent knowledge of the principles, practices, methods, materials, tools and equipment used. Demonstrated ability to do detailed tasks with consistency and accuracy. Must be able to communicate proficiently, both verbally and in writing. Must have complete knowledge of the operation of all types of underground mechanical flowmeters (i.e. positive displacement, propeller meters, etc.). Be familiar with the maintenance and calibration of mechanical flowmeters. Preference will be given to candidates with familiarity and exposure to different types of water meters or successful completion of related courses in meter technology.