

DEPARTMENT:	Finance	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	*See below	SALARY:	\$26.35 - \$30.93 per hour (2021 rates) Plus 12% in lieu of all benefits

As a Meter Reader for the City of New Westminster, your responsibilities will include reading electric and water meters; calculating and recording meter consumptions; reporting broken and defective meters; investigating and reporting on customer complaints and performing related work as required. The hours are typically Monday to Friday, with hours varying from 8:30 am to 5:00 pm.

REQUIREMENTS:

- Grade 12 and some experience related to the work in a clerical or inspectional capacity or an equivalent combination of training and experience.
- Sound knowledge of the methods and procedures used in reading, calculating and recording electric and water meter consumption including the use of ITRON FC meter reading handhelds.
- Sound knowledge of City street layout.
- Ability to perform simple consumption calculations and prepare simple records and reports.
- Ability to understand and carry out oral and/or written instructions.
- Ability to walk long distances and work outside in any weather.
- Ability to meet and deal courteously and effectively with the public.
- Ability to provide exceptional customer service.
- Use of Microsoft Suite is required.
- Familiarity with billing (NorthStar) and service orders would be an asset.
- A valid Class 5 BC Driver's License.
- Must have a vehicle available for use at work.
- Ability to pass and maintain a Police Information Check.

***The typical number of hours per week may vary based on operational needs. Hours of work are scheduled as operationally required and may include a variety of shifts up to 7 hours in length.**

Apply by sending your **cover letter and resume in one document** quoting the competition number, by September 20, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #22-156**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.