



**JOB SUMMARY**

Reporting to the Manager, Water Distribution, the Utilities Assistant – Agricultural Water will assist staff with water metering and conservation initiatives, including installing radio transmitters on meters, reading water meters, determining those customers who are exceeding their agricultural allocation, and patrolling urban and rural areas regarding the current water restrictions.

**DUTIES / RESPONSIBILITIES**

- Assists with the implementation of the radio read drive-by system and installing radio transmitters on water meters
- Assists in the ICI and domestic meter replacement programs
- Reads water meters and provides data for database updates
- Monitors agricultural customer water use and assess excess peak flow and annual water allocations
- Patrols urban and rural areas to ensure watering restrictions are being followed and delivering notices where there is non-compliance
- Investigates and reports any customers who may be bypassing their water meters
- Observes and reports water waste
- Prepares, updates and maintains computer based records, spreadsheets and other documents
- Prepares reports both written and verbal
- Responds to public enquiries both written and verbal communications
- Maintains harmonious working relationships with Regional District staff, elected officials, members of the business community and the general public
- Performs other duties as may be assigned from time to time

**SUPERVISION RECEIVED AND EXERCISED**

Immediate Supervisor:	Manager, Water Distribution
Positions directly supervised:	n/a
This position is responsible for:	
<input type="checkbox"/> Assigning work	<input type="checkbox"/> Reviewing work
<input type="checkbox"/> Evaluating work	<input type="checkbox"/> Disciplining employees
<input checked="" type="checkbox"/> Not applicable	

**KNOWLEDGE, ABILITIES AND SKILLS REQUIRED**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Enrolled in or a recent graduate from a post-secondary institution in water science, or related field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Six months of experience in a water related field</li> </ul>
<b>Licenses / Certificates / Registrations:</b>	<ul style="list-style-type: none"> <li>▪ Valid Class 5 BC Driver's License</li> </ul>
<b>Specific Skills:</b>	<ul style="list-style-type: none"> <li>▪ Ability to do volume and time calculations to determine water usage and flow</li> <li>▪ Ability to work outdoors in all kinds of terrain and weather</li> <li>▪ Ability to respond to the public with tact and diplomacy</li> <li>▪ Ability to work alone with limited supervision</li> <li>▪ Sound working skills in the use of MS Office programs (Word or Excel)</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▪ May be required to work outside the normal working hours, including weekends, from time to time</li> </ul>

**CLASSIFICATION**

Wage Level 2

**JOB DESCRIPTION**

Effective date: January 15, 2019