



## Meter Technician / Clerk

The District of Summerland has an exciting, full-time opportunity for a newly created position - Meter Technician / Clerk in the Finance department. Summerland is a friendly town located in the heart of the Okanagan Valley with a population of approximately 11,600 residents. Summerland boasts beautiful beaches, scenic biking and hiking trails, mountains and vineyards, and a wide variety of other activities. Our warm community spirit helps make Summerland a desirable place to live.

The District of Summerland is looking for a motivated, energetic individual to join our dynamic team. Reporting to the Director of Finance, the Meter Technician/Clerk is responsible for collecting meter consumption data, maintaining water meter inventory, as well as repairing and replacing water meters, preparing monthly agricultural irrigation consumption reports, and responding to utility inquiries. The Meter Technician/Clerk is also responsible for responding to general public inquiries, assisting customers with completing various forms and acting as a public service representative for the District to ensure the general public and customers are provided responsive service, which includes troubleshooting meter issues.

The successful applicant will have practical knowledge and experience of water metering programs, including knowledge of plumbing and pipefitting practices, possess strong customer service and inter-personal skills, be proficient with Microsoft Office Suite, with emphasis on detailed excel spreadsheet and email applications, proficient with computers and show eagerness to learn new computer tasks on specialty billing and accounting software, work effectively with tight timelines and be in good physical condition to be able to perform site inspections and undertake water meter repairs and replacements.

Please view our website at [www.summerland.ca/jobs](http://www.summerland.ca/jobs) for a complete job description and the required qualifications for this challenging but rewarding position. This is a full-time, Tuesday to Saturday, CUPE position and offers a rate of \$30.65 per hour (may be subject to probation scale) as well as a competitive benefits package and pension.

Interested applicants should email a resume and cover letter in pdf format, quoting Competition #21-03, by February 22, 2021 at 4pm to [hr@summerland.ca](mailto:hr@summerland.ca).

*We thank all applicants for their interest; however, only those candidates selected for further consideration will be contacted.*