

## Employment Opportunity

**Job Title** Meter Reader – Temporary (Two Months)

**Department** Electric Utility

**Accountabilities** As a member of the Antigonish Electric Utility, you will be responsible to read meters in the Town of Antigonish and surrounding fringe area, obtain meter check readings and meter reads associated with customer service orders as required, and identify and report suspected power diversion. You are accountable to communicate with customers in a friendly, professional manner and be able to accurately complete all work assigned in a timely and efficient manner. You will be required to participate in on-the-job training or training programs that support the development of additional skills. The position is temporary, full-time employment for a period of two months with a possibility of extension up to a total of six months.

You will be responsible for your personal safety and that of co-workers, by observing and ensuring compliance with all Occupational Health and Safety Rules and Regulations.

**Skills, Capabilities and Experience** A Grade XII education or equivalent is required. You must hold a valid Nova Scotia Driver's License with a minimum of two (2) years driving experience and provide a driver's abstract satisfactory to the Town of Antigonish. You will be able to work with minimum supervision, display excellent knowledge of company rules and regulations, demonstrate excellent customer service skills, and work in a safe and efficient manner. You must present yourself in a professional manner with appropriate attire and be able to meet the physical challenges of the position. Candidates applying with prior electrical experience would be considered an asset.

### Job Duties Include:

- Accept and complete all daily meter reading assignments/tasks, as deemed reasonable.
- Upload/download daily route/work assignments as required to accommodate the Utility's schedule.
- Adhere to all safety-related programs/procedures to ensure a safe working environment for all employees.
- Maintain and adhere to all required Antigonish Electric Utility written procedures/checklists to ensure efficient, accurate and timely service maintenance.
- Report field hazards/problems and add efficiencies to enhance the quality of services.
- Update and maintain all available handheld fields as required to enhance and ensure Antigonish Electric Utility's quality and quantity of associated services.
- Comply with company procedures/policies pertaining to the use and care of all Antigonish Electric Utility issued equipment and/or property.
- Communicate on a weekly basis, all data as required for timely/accurate payroll/customer invoicing.

### Skills Required:

- Must be able to lift items of 2.2 lbs. from the floor to shoulder height and carry with a light grasp with both hands on an occasional basis
- Perform frequent static reaching from waist level, with occasionally bending, stooping, sitting, and forward flexional movements
- Ability to climb a minimal number of stairs while using finger dexterity to hold a hand-held computer during the duration of the shift
- Possess the ability to walk constantly and stand both static and dynamic on a frequent basis
- A valid driver's license
- Ability to provide a clean Driver's Abstract and Criminal Background Check (CBC).
- General computer knowledge.

THE TOWN OF  
**ANTIGONISH**

**Salary and benefits** Pay and benefits are competitive and are established through our Collective Agreement and IBEW Local 1928. Hours of work are Monday to Friday 8:00 am to 4:30 pm.

**Reporting To** Working Supervisor

**Posting Date** July 7, 2019

**Closing date** July 21, 2019, 4 p.m.

**Application**

To apply for this position, please submit your cover, resume and copies of your licenses to Dianne Wilson, Deputy Clerk at [dwilson@townofantigonish.ca](mailto:dwilson@townofantigonish.ca), or mailed:

Town of Antigonish  
Attn: Dianne Wilson, Deputy Clerk  
274 Main Street  
Antigonish NS B2G 2C4

Applications submitted beyond the closing date and time, or incomplete applications, will not be accepted. We thank all applicants for their interest, however only candidates selected for interviews will be contacted.

For more information related to the Town of Antigonish or the Antigonish Electric Utility, please visit the Town's website at [www.TownofAntigonish.ca](http://www.TownofAntigonish.ca)