

CENTRAL WATER AUTHORITY

JOB SPECIFICATION

POST	:	TRAINEE METER READER
SALARY	:	Rs 16005 x 260 – 16525 (CWA 1 – PRB 2021)
QUALIFICATIONS	:	Cambridge School Certificate with credits in at least five subjects including English, French and Maths or an alternative qualification acceptable to the Central Water Board.
RESPONSIBLE TO	:	Manager (Commercial Services)
DUTIES	:	<p>(i) To perform the duties of Meter Reader under the supervision and guidance of a Senior Meter Reader.</p> <p>(ii) To carry out, UNAIDED, the monthly reading of meters, entering same in the computerized meter reading system and the delivery of water accounts.</p> <p>(iii) To report to Senior Meter Reader any abnormal reading on damage to and loss of meters and any complaints made by consumers.</p> <p>(iv) To return, at the end of each working day, the meter reading documents, showing actual readings to the Senior Meter Reader together with information about changes affecting consumers.</p> <p>(v) To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.</p>
<u>Note</u>	:	Trainee Meter Readers/Meter Readers may be shifted at very short notice from one section to another.

Approved by Central Water Board on 10th September 2008 – CWB(08)218