



2026-07-27

ENWIN Utilities Ltd. is currently accepting applications for the vacant position of:

Apprentice Metering Service Representative
(Hourly Rate \$29.41 - \$36.76)

Location: Windsor, ON (Hybrid)

Reporting to the Supervisor, Metering Operations, the successful applicant will be responsible for keeping accurate records of all electric and water meter transactions in accordance with metering related rules and regulations. The duties include, but are not limited to: create, schedule, dispatch and process service orders; update and maintain meter information in the customer information system; arrange appointments with customers and schedule and dispatch technicians and contractors; validate, estimate, and edit meter reads and extract metering data; ensure metering data collected and accurately entered for billing purposes; support strategic planning and improvement of work instructions and standard operating procedures; generate reports (metering and system performance, Water By-laws, OEB reporting, etc.) from various systems as required; update and maintain the Records Management System (RMS), customer key inventory, and metering assets by performing quarterly inventory counts; and input data and time entry for payroll purposes.

Hours of work will be 7:00 am – 3:30 pm

The successful applicant must possess the following qualifications:

- Successful completion of a Grade 12 diploma or equivalent
- Minimum two (2) years of similar or related experience
- Successful completion of the Metering Service Representative test with a minimum score of 70%
- College diploma in Data Science or Computer Science considered an asset
- Basic electrical and/or plumbing knowledge
- Experience with various applications such as Microsoft 365 suite (Word, Excel, Powerpoint), SAP, MV90, NorthStar, mCare, ESRI, Sensus RNI, etc.
- Ability to prioritize and manage a high-volume workload
- Ability to effectively communicate orally and in writing
- Ability to maintain accurate records
- Ability to work as part of a team, maintain positive attitude and environment, and cultivate a strong safety orientation
- Intermediate computer skills, including data analytics and data management skills
- Utility experience in a customer service/billing environment considered an asset
- Experience in managing, updating and analyzing large data sets considered an asset

The Apprentice Metering Service Representative position involves the successful completion of a 4000 - hour training program. The successful candidate will be expected to complete all training objectives. Duties will become progressively greater with each phase of practical experience and



training. Progression within the classification will depend on satisfactory performance on the job and successful completion of the Apprentice Metering Service Representative training objectives. An employee, following an application process, may be provided advanced standing in the 4,000-hour training program in recognition of directly related experience and qualifications.

Qualified applicants may apply at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Wednesday, August 12, 2026. Please quote file EWU-26-01-042 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.