

# POSITION SUMMARY

## METER READER (153)

<b>Directorate</b>	Corporate Services & Finance
<b>Section</b>	Finance
<b>Classification</b>	Band 1, Level 3, Grade 3
<b>Position Status</b>	Full time
<b>Commencing Salary Range</b>	\$870.00 - \$914.04
<b>Reports to</b>	Team Leader - Revenue
<b>Direct Reports</b>	None
<b>Work Location</b>	Ground Floor, Civic Centre

### Position Purpose

Safe, accurate and efficient reading of all water meters in the Council area.

### Key Responsibilities

- Read Council water meters including quarterly and monthly accounts, along with daily special readings relating to property sales
- Ensure change of meter forms (blue slips) are allocated to routes/walks for all new and replacement meters
- Provide support and liaise with the revenue officer in relation to the water billing system
- Monitor routes/walks to ensure sequences are correct and updated regularly

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

## Selection Criteria

### Essential

- Class C Drivers Licence
- Accuracy with data input
- Accuracy and neatness in written work
- Ability to identify faults and irregularities with water meter connections
- Ability to carry out minor repairs to meters
- Good organisation and time management skills
- Ability to supervise a small team and coordinate workload
- Ability to interpret maps and provide directions
- Basic understanding of water reticulation systems

### Desirable

- Experience in using electronic reading devices
- Knowledge of the local area

## Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

## Employment Conditions

- 38 hour week with RDO every third week
- Hours of work are 7:21am to 4:15 pm Monday to Friday
- Probationary period of 4 months
- Four weeks Annual Leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of selection process.

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