

Name:	
Position Title:	Meter Reader
Department:	Essential Services and Assets
Reports to:	Group Manager Essential Services and Assets
Supervises:	N/A
Status:	Casual
Classification:	Level 1.3

Position Objectives

This position requires a person that is willing to work in all types of weather to read water and electricity meters within the Roxby Downs township in a timely and accurate manner every quarter.

Position Details

- Ability to record accurate and timely meter reads
- Report maintenance issues
- Basic numeracy and writing
- Need to be fit – high level of fitness and stamina
- Must be over 18 years of age
- Be an advocate for Council and its activities
- Participate in staff meetings if required
- Other duties as required within the employee's skillset

Personal Criteria

Skills

- Excellent customer service skills – must be friendly and courteous
- Excellent time management skills
- Ability to carry out meter reading tasks autonomously

Knowledge

- Previous meter reading experience desirable, not essential
- Knowledge of Roxby Downs street layout, desirable, not essential

Experience and/or Qualification

- National Police clearance (or ability to get one prior to starting position)

- Current South Australian driver's licence

WHS and Risk

All employees are required to:

- Comply with the work, health, and safety (WHS) legislation, Council policies and procedures and applicable standards
- Take responsible care of their own health and safety and that of others.
- Be able to attend training courses that are job specific
- Attend and complete WHS induction
- Support Council in the development and maintenance of a culture that encourages and promotes a safe and healthy working environment
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Report any injury, hazard, or illness immediately to their supervisor
- Wear and use PPE provided as per instructions when required
- Not wilfully or recklessly interfere with safety equipment
- Conduct and/or participate in workplace inspections as applicable
- Manage and maintain accuracy of contractor documents for their respective departments
- Attend risk and hazard management training as required
- Demonstrate a good understanding of hazards and risks that are applicable to their departments or contractors.
- Have a general awareness regarding recognition of hazards

Special Conditions

- Must have own mobile phone

Confidentiality

Security and confidentiality are a matter of concern for all persons who have access to information systems. Each person accessing the Municipal Council of Roxby Downs documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- Respect the privacy and rules governing the use of any information accessible through the information management system or network, and only utilise information necessary for the performance of work duties
- Respect the procedures established to manage the use of the information management and systems
- Do not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available in accordance with the Code of Conduct for Council Employees

- Do not access, exhibit, or divulge the contents of any records or reports except to fulfil work duties
- Do not knowingly include or cause to be included, or exclude or cause to be excluded, inaccurate or misleading entry in any records or report
- Ensure that documents and resources accessed through the information management system containing sensitive and/or confidential employee information will only be disclosed to those authorised to receive it
- Understand that all access to systems will be audited regularly

Persons breaching this standard either during or after serving as an employee of the Municipal Council of Roxby Downs may be subject to penalties, including disciplinary action, dismissal or legal repercussions.

Accountability

The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, contractors, visitors and the general public.

The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Roxby Downs Council’s Records Management Policy, other related policies, and the State Records Act 1997.

Personnel who undertake duties for higher level positions are accountable for ensuring that in accepting the back-up position, the WHS & legislative requirements relevant to that role are referred to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide ongoing compliance with the WHS Management System.

Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Act, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance.

Acknowledgement

Job Description authorised by:			
Position:	Human Resources		
Signature:		Date:	
Job Description agreed by:			
Name:			
Signature:		Date:	