



## **INFORMATION PACKAGE**

### **POSITION**

### **METER READER**



**Works Depot, Hammond Avenue  
WAGGA WAGGA NSW**

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***APPLICATIONS CLOSE – 4 pm Tuesday 4<sup>th</sup> April 2017***

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## **METER READER**

**(Permanent fulltime or 2 positions part time)**

- Working within a team that reads, maintains and repairs water meters and hydrants to ensure accurate billing of water consumption
- Circa \$26.47 per hr plus 15% super - 38 hrs per week fulltime or 19 hrs per week part time
- Regional NSW location – Wagga Wagga

Information package available at [www.rwcc.nsw.gov.au/employment](http://www.rwcc.nsw.gov.au/employment) or Kerrie (02) 6922 0600.

Information regarding the position please contact Austin Morris, [amorris@rwcc.nsw.gov.au](mailto:amorris@rwcc.nsw.gov.au) or 02 6922 0657.

Applications with a covering letter, resume and addressing the selection criteria can be sent to the Human Resource Coordinator – [recruitment@rwcc.nsw.gov.au](mailto:recruitment@rwcc.nsw.gov.au) 91 Hammond Ave Wagga Wagga NSW 2650. Applications will be accepted until 4 pm Tuesday 4 April 2017

**“Riverina Water County Council is an E.E.O. Employer”.**

Administrative Headquarters  
91 Hammond Avenue (PO Box 456)  
WAGGA WAGGA NSW 2650

G.J. Haley  
GENERAL MANAGER



## **METER READER**

### **The Position**

Participate as a member of a team of meter readers to fulfil the tasks of reading, maintaining and repairing the service meters to ensure accurate billing of water consumption. Liaise with other public utilities for locations and undertake maintenance of valves and hydrants to ensure a serviceable water supply network.

Reporting to a Meter Supervisor you will work with a multi skilled functional team to ensure the safe and reliable treatment, delivery and supply of water to all Riverina Water customers.

### **Qualifications & Skills Required**

Applicants are expected to address the selection criteria when applying for this position.

It's expected that applicants address the Key Selection Criteria and are able to demonstrate their competencies and relevant experiences.

### **Remuneration & Benefits**

Riverina Water enjoys a favourable reputation as a satisfying and rewarding workplace, demonstrated by a relatively low staff turnover. The administration office is a modern and practical building in a pleasant setting not far from the works depot and main filtration plant. All buildings and vehicles are smoke-free workplaces, and staff welfare through WH&S and other provisions is a priority.

The commencing salary for this position commences at \$26.47 per hr (excluding superannuation). In addition, Council contributes 15% superannuation and employees may salary sacrifice or make undeducted contributions for additional super.

Working conditions include a 38 hour per week fulltime or 19 hrs per week part time, clothing, PPE and equipment suitable for the position.

### **Further Information:**

Applicants seeking further information or wishing to discuss the position should contact the Manager Works, Austin Morris, [amorris@rwcc.nsw.gov.au](mailto:amorris@rwcc.nsw.gov.au) or 02 6922 0657.

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G.J. Haley  
GENERAL MANAGER

## RIVERINA WATER COUNTY COUNCIL - POSITION DESCRIPTION – JULY 2006

POSITION TITLE:	<b>METER READER – MAINTENANCE</b>	DATE:	MAY 1993
YOUR NAME:		REVISED:	AUG 2003
		WRITTEN BY:	B. Wilson
REPORTS TO:	METER SUPERVISOR	WORK BASE	
SECTION:	METER READING / VALVE AND HYDRANT MAINTENANCE	WAGGA DEPOT	
NUMBER OF STAFF SUPERVISED: NIL			

### PURPOSE OF POSITION:

Participate as a member of a team of meter readers to fulfil the tasks of reading, maintaining and repairing the service meters to ensure accurate billing of water consumption. Liaise with other public utilities for locations and undertake maintenance of valves and hydrants to ensure a serviceable water supply network.

### KEY TASKS

1. Reading service meters by ensuring accurate and legible recording of figures as instructed.
2. Identifying and replacing faulty meters by observing their standard of condition and recording quality to provide a continual maintenance program.
3. Driving a Council vehicle (utility or truck) or riding a motorbike in a safe and legal manner that allows access to meters, valves & hydrants without damaging property.
4. Maintaining vehicles and meter repair room in a clean and organised state to protect parts and records, ensure safety and project a neat appearance to the public.
5. Performing service of delivering attendance notices, disconnecting meters and reconnecting on instruction by the supervisor.
6. Maintaining safe access and ease of location of service meters by poisoning and slashing grass, installing access hatches, trimming shrubs, painting meter tags and noting discernible features of the position in the records.
7. Providing Riverina Water County Council identification and communicating with members of the public, supervisor, council staff and other meter readers to minimise legitimate complaints from the public and to ensure that instructions are completed satisfactorily and promptly.
8. Use hand held computerised recording devices.
9. Assist with the re-organisation of meter reading cycles.
10. Identify and report any apparent irregularities in customer pipework.
11. Undertake maintenance of mains, valves, hydrants and markers in accordance with good and safe working practices.
12. Liaise with other public utilities by meeting on site to advise where pipes/mains are located, to prevent accidental damage.
13. Maintain safety in the workplace by undertaking risk assessments, by proper handling of materials, by correct operation of tools and equipment, by diligent preparation, by good housekeeping practices and by using appropriate personal protection and safety equipment.
14. Participate in safety programmes by team discussion, by involvement in safety training by reporting all incidents and accidents and by constant awareness of the safety of self and others.

## **SELECTION CRITERIA**

Applicants are expected to address the selection criteria when applying for this position.

### **Essential**

- Workcover Induction White Card
- Well-developed interpersonal, organisational and communication skills
- Fitness to undertake the principal responsibilities as described
- Understanding and competence in using appropriate technologies
- Demonstrated experience and understanding of workplace health and safety requirements and commitment to an ongoing safety culture

### **Desirable**

- Relevant qualifications and/or experience
- Experience working in a similar work environment



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## Brief Description of Riverina Water County Council

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### **1. Historical Development**

Southern Riverina Water County Council was incorporated in 1938 to make reticulated water available to towns and villages in the Shires of Lockhart, Kyeamba, Mitchell and part of Culcairn Shire. The remaining part of Culcairn Shire and the Shires of Urana and Holbrook were subsequently added, as was the Municipality of Wagga Wagga in 1945. In 1981 Kyeamba and Mitchell Shire areas were included in Wagga Wagga City area.

Water supply infrastructure was established with the Murrumbidgee River at Wagga Wagga the principle water source, and a network of treatment, pumping, storage and pipework installations.

From 1942 to 1995 Southern Riverina was also responsible for distribution of electricity in the area. The formation of the larger electricity distributors in 1995 precipitated a review of water supply administration, resulting in the decision to form a new County Council for water supply in the former Southern Riverina area. Riverina Water County Council was gazetted on 2<sup>nd</sup> May 1997.

The County District covers an area of approximately 15,500 square kilometres and contains a population of approximately 67,000 people. An estimated 60,000 people are provided with water through some 26,500 service connections. The location and development of groundwater sources has been utilised over the last thirty years, and bore water now supplies three quarters of our production.

Drinking quality water is supplied to all customers continuing a tradition of over sixty years of high service standards by a leading and innovative utility service organisation.

### **2. Current Infrastructure Network**

Riverina Water owns and operates the water supply infrastructure from the natural source to the customer's meter.

#### **2.1 Wagga Wagga City**

Water is sourced in Wagga Wagga from:

- a) Murrumbidgee River intake at 91 Hammond Avenue
- b) East Wagga Wagga borefield (Koorinal Road)
- c) West Wagga Wagga borefield (McNickle Road to Moorong Street)
- d) North Wagga Wagga borefield (East Street)

Filtration, chlorination and fluoridation is undertaken at the Hammond Avenue Waterworks and aeration , chlorination and fluoridation at the West and North Wagga Wagga Works.

Pumping stations at eight Wagga Wagga locations together with a network of rising mains transfer the water to nineteen reservoirs, on five different levels, to provide storage and pressure needed for the different elevations of the City.

Reticulation water mains extend to cover the entire urban area providing water for industry, residential, commercial, recreation and emergency fire fighting needs.

## **2.2 Township and Rural**

Water from the Wagga Wagga sources, is also pumped into the rural area, or gravitates from the Willans Hill rural reservoir.

This water is transported by pipeline to Ladysmith, San Isidore, Kapooka, Uranquinty, The Rock, Mangoplah, Yerong Creek, Henty, Morven, Pleasant Hills and Walla Walla. A supplementary bore supply north of Walla Walla is used in the summer months. Holbrook is supplied from the Ralvona borefield. (The township of Culcairn is currently supplied with water by Greater Hume Shire Council (formerly Culcairn Shire).

Wagga Wagga water can also be supplied to the west to the area generally served by Bulgary system.

Bulgary system sources water from a borefield 30 km west of Wagga Wagga, and after aeration and chlorination, pumps it to Milbrulong, Lockhart, Boree Creek, Urana and Oaklands.

Urana and Oaklands supply is supplemented in the summer months by water from Colombo Creek, which is moved by open channel to Urana where a full filtration plant is employed.

Small self contained filtration plants are operated all year round to supply a number of villages.

- a) Morundah, from Colombo Creek
- b) Rand, from Billabong Creek
- c) Walbundrie, from Billabong Creek
- d) Tarcutta, from shallow bores near Tarcutta Creek.

Groundwater is sourced and chlorinated for other villages with systems operating at Collingullie, Oura, Woomargama and Humula.

A small quantity of water is purchased from Goldenfields Water County Council, to supply customers near to their trunk main between Gumly Gumly and Junee.

The township and rural network also serves a number of rural customers adjacent to the trunk mains, and in the general areas of Pleasant Hills, Brucedale, Euberta and Currawarna.

## **3. Current Council Structure**

Riverina Water County Council is a Council under the Local Government Act 1993, responsible for the construction, operation and maintenance of water supply to the Local Government Areas of Wagga Wagga City, Culcairn, Holbrook, Lockhart and Urana Shires.

Council has 9 elected members, five from Wagga Wagga City and one from each Shire.

The General Manager is Graeme Haley and Director of Engineering is Bede Spannagle.

Information on Council's function, activities etc. can be found on web site [www.rwcc.com.au](http://www.rwcc.com.au)

