

**Information package:
Team Member - Meters
Fixed Term Contract**

Applications close 4.00pm Friday, 15 September 2023

Team Member - Meters

Fixed Term Contract

We are on the hunt for a team member to join the Meter Reading team for a Fixed Term Contract until 28 June 2024. You will read, maintain and repair water meters and hydrants to ensure accurate billing of water consumption.

What's in it for you?

- Great work-life balance! 76 hour, 9-day fortnight
- Regional NSW location – Wagga Wagga
- \$64, 342 - \$72, 417 plus 16.5% superannuation
- Work within a supportive environment with a strong focus on employee wellbeing.
- Fixed Term Contract until 28 June 2024

How can you apply?

You can apply via our career page on rwcc.nsw.gov.au/jobs or please send your application to our People & Culture Team on recruitment@rwcc.nsw.gov.au

Applications **must** be submitted with:

- covering letter
- resume and
- statement addressing the selection criteria.

For more information regarding the position, please contact Chris Murray, Meter Reader Team Leader, via email cmurray@rwcc.nsw.gov.au or phone on 0407 198 829

To be considered for this position you must currently have the right to work in Australia.

Applications will be accepted until **4pm Friday, 15 September 2023**.

Riverina Water is committed to ensuring the health, safety, and wellbeing of all people in our workplace.

Riverina Water is an EEO employer. We promote an inclusive workplace and encourage applicants who reflect diversity of gender, culture, experience, and skills.

Team Member - Meters

Fixed Term Contract

Thank you for your interest in this position.

Please review the information available and should you have questions or wish to discuss the position, please contact me.

The position

Participate as a member the meter reading team to fulfil the tasks of reading, maintaining and repairing the service meters to ensure accurate billing of water consumption.

Qualifications and 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 and benefits

The salary for this position is \$64,342 - \$72,417. In addition, we contribute 16.5% superannuation and employees may salary sacrifice or make undeducted contributions for additional super.

I would welcome the opportunity to discuss this exciting opportunity with you and look forward to your application. I can be contacted via cmurray@rwcc.nsw.gov.au or on 0407 198 829

Regards,

Chris Murray
Meter Reader Team Leader

Position description

TEAM MEMBER- METERS

POSITION TITLE:	Team Member- Meters	Date created: June 2019 Modified by: A Morris Reviewed: Annually Approved by: A Crakanthorp
REPORTS TO:	Team Leader- Meters	
NUMBER OF DIRECT REPORTS:	Nil	
DIRECTORATE:	Engineering	

Purpose of Position

Participate as a member the meter reading team to fulfil the tasks of reading, maintaining and repairing the service meters to ensure accurate billing of water consumption. Install / remove meter restrictors when advised by Admin staff. Liaise with other public utilities for locations and undertake maintenance of valves and hydrants to ensure a serviceable water supply network.
Conduct water quality testing to assist in compliance.

Key Responsibilities

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, restricting and/or disconnecting meters and restoring full service of meters 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 meter position in the records.
7. Communicate 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 handheld computerised recording devices to read or electronically receive meter data and to program and troubleshoot electronic devices fitted to water meters.
9. Assist with the re-organisation of meter reading cycles

10. Identify and report any apparent irregularities in supply and customer pipework.
11. Maintain hydrant and valve covers, markers and pits to a standard that allows for easy location, access and operation for Riverina Water and Fire Brigade staff.
12. Test water quality to detect possible sources of contamination so that the supply is of the standard required by Health Authorities and consumers.
13. Liaise with other public utilities by meeting on site to advise where pipes/mains are located, to prevent accidental damage.
14. 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.
15. 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.
16. Maintain awareness and compliance with Council's Code of Conduct and policies, including EEO Policy, Anti-Bullying and Harassment Policy, and relevant risk management protocols.
17. Use relevant software associated with meter reading, planning and recording work tasks.

Selection criteria:

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

Essential Skills	
Workcover Induction White Card	Essential
Well-developed interpersonal, organisational and communication skills	Essential
Fitness to undertake the principal responsibilities as described	Essential
Understanding and competence in using appropriate technologies	Essential
Demonstrated experience and understanding of workplace health and safety requirements and commitment to an ongoing safety culture.	Essential
Desirable Skills	
Relevant qualifications and/or experience	Desirable
Experience working in a similar work environment	Desirable

Riverina Water overview

History

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 2nd 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.

Infrastructure network

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

Wagga Wagga City

Water is sourced in Wagga Wagga from:

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

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 Juneee.

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.

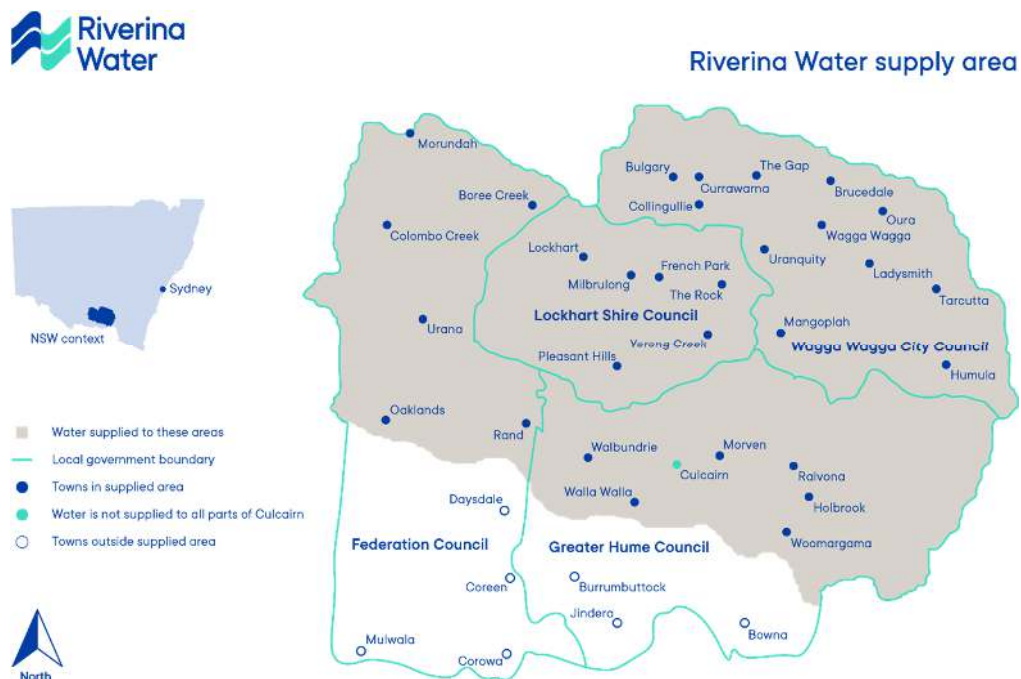
Structure

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, Federation, Greater Hume and Lockhart Shires.

Riverina Water has nine elected members, five from Wagga Wagga City, two from Greater Hume Shire Council and one from Federation Council and Lockhart Shire.

You can meet Riverina Water's Executive Leadership Team on our website.

Information on our function, activities etc can be found at rwcc.com.au.



Organisational Structure

