

WATER METER READER

Directorate	Corporate Services
Location	Wentworth
Classification/Grade/Band	Operational Band 1 Level 3 , Step 3 CAS
Position Code	R2026/26
Date position description approved	April 2025

Council overview

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas. Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed. The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

Council values

- Honesty and Integrity.
- Accountability and Transparency.
- Respect.
- Quality.
- Commitment.

Primary purpose of the position

- Participate in the effective and efficient operation of reading meters throughout Wentworth Shire Council.

Duties

- Record meter reading data accurately into electronic hand held units or meter reading sheets.
- Good interpersonal communication and customer service skills
- Assist in maintaining accurate customer and meter files by updating and / or reporting incorrect or outdated information.
- Be able to follow procedures, guidelines and instructions.
- Ensure that all work is performed in accordance with work health and safety policies, procedures and legislation.
- Carry out other duties as directed within the scope, skill and competence level of the position and employee.

Key dimensions

Reports to

Team Leader Finance

Key Selection Criteria - Essential requirements

- Ability to work effectively within a small team/independently.
- Ability to liaise with customers during meter readings regarding the nature of work being done
- Sound oral and written communication skills
- Sound numeracy skills.
- Current Drivers Licence.

Key Selection Criteria – Note

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical task requirements of the position. Due to the repetitive nature of the physical demands of this position, the incumbent will be required to successfully complete a fit for work assessment.

Acceptance of position

I have read and understood the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand the position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements (any changes be will be made in consultation) and the tasks and responsibilities outlined in the position description may vary from time to time.





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Date:

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert risks in the workplace and raises them to appropriate levels
Relationships Customer and Community Focus	Intermediate	<ul style="list-style-type: none"> Identifies and responds quickly to customer needs Demonstrates a thorough knowledge of services provided Puts the customer and community at the heart of work activities Takes responsibility for resolving customer issues and needs
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Takes initiative to progress own and team work tasks Contributes to the allocation of responsibilities and resources to achieve team/project goals Consistently delivers high quality work with minimal supervision Consistently delivers key work outputs on time and budget
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> Shows confidence in using core office software and other computer applications Makes effective use of records, information and knowledge management systems Supports the introduction of new technologies to improve efficiency and effectiveness