

# Position Description

## Meter Reader - Auckland

<b>Responsible to:</b>	Operations Team Leader
<b>Direct Reports:</b>	Nil
<b>Indirect Reports:</b>	Nil
<b>Financial &amp; Budgetary Delegations:</b>	Nil
<b>Location:</b>	Auckland
<b>Date last updated:</b>	November 2020

### 1 Background

Arthur D. Riley & Co Ltd (ADR) is involved in the import, export and sale of metering and high voltage equipment. The Company provides meter reading services, leak detection services, meter standards testing and is involved in hardware and software design for high voltage equipment, hand-held computers for parking and metering utility services, data collection, monitoring and management.

### 2 Purpose of Position

To ensure the services to be provided by Meter Reading Services to its contractual partners are carried out in accordance with the terms and conditions of the meter reading contracts.

To ensure accurate and timely meter reads are carried out.

### 3 Key Tasks & Outcomes

<b>Meter Reading</b>	<ul style="list-style-type: none"> <li>To carry out and complete the required duties, relating to meter reading and asset surveys on business days and in business hours, as directed by <b>MRS</b> within the timeframes and specifications set down by Meter Reading Services and/or the contractual documents.</li> <li>To carry out and complete, when required, all duties relating to meter reading and surveys on behalf of staff who are absent from work.</li> <li>To complete routes assigned to your handheld within the required time frame</li> <li>Ensure all meter reads are completed accurately</li> <li>Communicate with your Operations Team</li> <li>Communicate with other team members in you region when necessary to get work completed</li> <li>Be flexible with your working hours to ensure route completion.</li> </ul>
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<p><b>Reporting</b></p>	<ul style="list-style-type: none"> <li>• To provide reports as specified by the contractual documents that may include:             <ul style="list-style-type: none"> <li>○ location of meters that are stopped, unreadable, broken damaged that are not entered into the specialised meter reading equipment;</li> <li>○ meters out of sequence for sequence adjustment;</li> <li>○ to accurately capture survey information as instructed;</li> <li>○ any accidents or incidents e.g. dog bites, motor vehicle damage, and personal injury. The reports may require forms to be completed, attached and submitted to the <b>MRS Operations Coordinator</b> who will pass on the information to the Company within 2 days of the accident or incident; and</li> <li>○ any updated information or instructions that may include addresses and telephone numbers.</li> </ul> </li> </ul>
<p><b>Organisation Contribution</b></p>	<ul style="list-style-type: none"> <li>• Contribute to and follow health, safety and environment policies and procedures, including accurate reporting.</li> <li>• Contribute to and follow Arthur D. Riley &amp; Co strategic plans, policies, projects, initiatives and strategies.</li> <li>• Participate in performance development and assessment processes.</li> <li>• Ensure proper care and use of plant, vehicles and equipment.</li> <li>• Undertake any other relevant duties, as requested by the Manager.</li> </ul>
<p><b>Health, Safety, Environment and Quality</b> <i>Actively contributes towards a culture of health, safety, environment and quality.</i></p>	<ul style="list-style-type: none"> <li>• Becomes familiar, and comply, with all health, safety, environment and quality policies and procedures.</li> <li>• All policies and procedures are complied with.</li> <li>• All legislative requirements in respect of health, safety, environment and quality are complied with.</li> <li>• Actively participates in identifying, assessing and communicating risks and opportunities for Arthur D. Riley &amp; Co. Ltd operations.</li> <li>• Positively contribute to the Company's health, safety, environment and quality culture through active support and adherence to internal policies and procedures.</li> <li>• Report all incidents and near misses and assist with incident investigation as required.</li> <li>• Know what to do in the event of an emergency.</li> <li>• Work safely and take responsibility for keeping self and colleagues free from harm.</li> <li>• To attend training as required.</li> </ul>
<p><b>Meetings</b></p>	<p>To attend internal meetings as required.</p>
<p><b>Other duties</b></p>	<p>Any other duties that are required from time to time by the manager.</p>

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## 4 Relationships:

<b>Internal</b>	<b>MRS Operations Coordinator</b> <b>Team Leaders</b>
<b>External</b>	<b>General Public</b>

## 5 Qualifications, Experience & Knowledge

A clean driver's licence. Ability to pass a criminal and credit check.

## 6 Skills & Competencies

- To achieve in this position the incumbent will be required to have a high level of skill in the following areas:
  - Deals effectively with customers by displaying a professional, courteous, and empathetic approach.
  - Follows established organisational policies and procedures.
  - Has an affinity with animals.
  - Demonstrates a good focus on health and safety.

## Agreement

I have been given the opportunity to read, understand and discuss the position with my manager and I accept the position as outlined in this position description.

<b>Employee</b>	<i>Name</i>	<i>Sign</i>	<i>Date</i>
<b>Manager</b>	<i>Name</i>	<i>Sign</i>	<i>Date</i>

### Note:

*From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes will be done through consultation between the manager and the employee.*