

Aspire Job Description

Job Title: Meter Reader **POSITION ID:** ELEC387

Entity: **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

Location: Aldershot Garrison

Reports to: Electrical Supervisor

Key Purpose of the Role: Provide accurate gas, water, electricity and other meter readings from locations throughout Aldershot Garrison that will enable us to report to the Authority on a regular basis. Record additional information to ensure our records are accurately maintained and problems are resolved and eliminated.

Key Responsibilities: Work as part of a dedicated multi-skilled team to deliver the appropriate service level.

- Ensure that the appropriate risk assessments are completed, and any required control measures are in place prior to carrying out tasks.
- Adopt a flexible approach and assist the team to achieve its goals.
- Ensure that our Army customer is treated with respect and disruption to the Army operation is kept to a minimum.
- Ensure that the team, sub-contractors and any third parties are kept in a safe environment.
- Ensure that any records, drawings, data sheets, circuit charts, pipe work routes etc. are maintained and updated and returned to your supervisor.
- Observe the estate and report to your supervisor/Helpdesk any areas that require action.
- Be prepared to work outside your core discipline (subject to training/supervision) to aid overall efficiency.
- Will be required to conduct out-of-hours call-out cover.
- Ensure that all areas of personal responsibility adopt and utilise ADSL QHSE policies and procedures.
- Take all reasonable precautions to ensure the health and safety of themselves, ADSL employees, customers or members of the public is not affected by their activities.
- Collect accurate meter readings and ensure daily transmission of meter reading results.
- Ensuring the recording of all maintenance works when completed are posted through the appropriate, equipment, systems and documentation as required by the Company Management System.
- Plan and prioritise individual workload to ensure all meters are read.
- Collect additional data or information from the field as and when required.
- Able to carry out functions in an organised and logical manner with a flexible 'can do' approach.
- Work as part of a team to deliver an efficient and effective service to the