

Department:	Water Services
Group:	Service Delivery
Line Manager:	Senior Asset Planning Engineer
Direct Reports:	N/A
Delegations:	<p>Please refer to Waipā District Council’s Delegations Register for the specific delegated authorities and financial delegations that are applicable to this role.</p> <p>The job holder is expected to maintain and present a Council warrant when conducting Council business in the Waipa District.</p>
Primary Location:	Te Awamutu Office but mobile between Council Offices and around the District to fulfil the Key Responsibility Areas as required.
Job Purpose:	<ul style="list-style-type: none"> ▪ Assist in implementing three waters strategies and plans. ▪ Ensure Asset Management Plans (AMPs) for three waters are robust and effective for delivery of Water Services’ activity. ▪ Undertake project planning for project inclusion in AMPs and Long Term Plans. ▪ Provide technical advice to internal and external stakeholders. ▪ Monitor the implementation of maintenance programmes ensuring stated outcomes are achieved. ▪ Review and validate asset information for planning future renewals and upgrades. ▪ Assist in driving efficiencies via smart technology i.e. for data collection.

Strategic Framework

Our Vision: Waipā Home of Champions, Building Connected Communities.

COMMUNITY OUTCOMES



**SOCIALLY
RESILIENT**



**CULTURAL
CHAMPIONS**



**ENVIRONMENTAL
CHAMPIONS**



**ECONOMICALLY
PROGRESSIVE**

Conducting ourselves on a day to day basis in accordance with our core Waipā Values which are:



**BEING
SAFE AND
WELL
MATTERS**



**TE PIRIPONO
KI TE IWI
MĀORI ME
TE TIRITI**
COMMITMENT TO
MĀORI AND THE TREATY



**WE ARE
BETTER
TOGETHER**

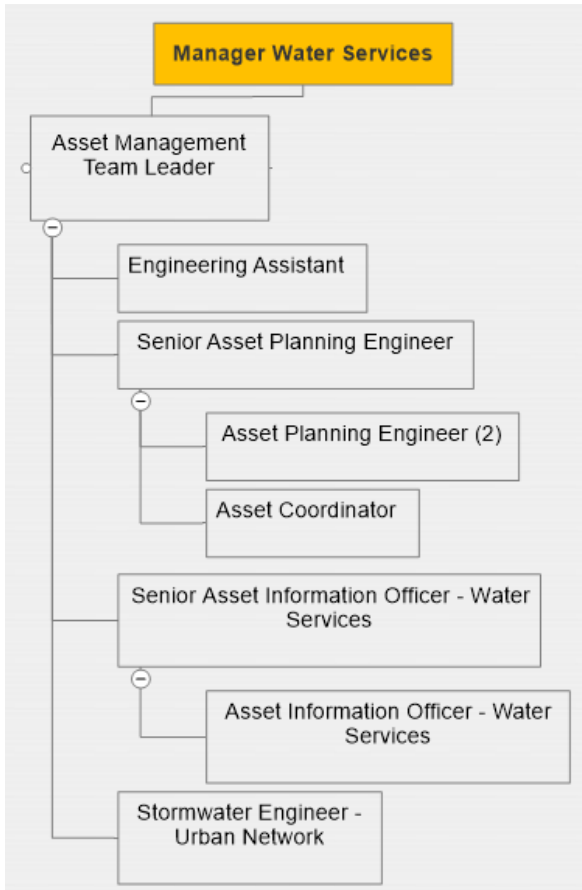


**WE
STRIVE TO
IMPROVE**



**WE DO
THE RIGHT
THING**

Where do you fit in at Waipa District Council?



Your Key Result Areas

KEY RESULT AREAS (KRAS) <i>(Expected Responsibilities & Tasks to be fulfilled)</i>	KEY PERFORMANCE OUTCOMES <i>(Performance Measures)</i>
ASSET MANAGEMENT PLANNING, DEVELOPMENT AND SUPPORT	
<ul style="list-style-type: none"> ▪ Provide support to the Senior Asset Planning Engineer in undertaking best practice 3 Water asset management. ▪ Provide technical advice and input into the development of strategic planning framework (House of Waipa) and strategies for the three waters. ▪ Provide technical advice on asset management practices, and asset management plans to inform infrastructure planning and strategies. ▪ Provide technical advice on infrastructure planning and strategies to internal and external customers as required. ▪ Ensure Asset Management Plans and other essential Plans are in place, utilised and reviewed as necessary. 	<ul style="list-style-type: none"> ▪ Water(s) Strategies are widely consulted and understood incorporating input and resources from a variety of sources. ▪ Water services team delivers on key targets for existing strategies, plans and policies. ▪ Asset management plans are accepted for inclusion in the business, and are actively used by the waters team. ▪ Annual Plans and LTP and AMPs align. ▪ AMP's reflect the long term planning for infrastructure. ▪ Development Manual is up-to-date ensure new infrastructure is installed/constructed per standard. ▪ Asset Management Software too (AssetFinda) has up-to-date and accurate

KEY RESULT AREAS (KRAS) <i>(Expected Responsibilities & Tasks to be fulfilled)</i>	KEY PERFORMANCE OUTCOMES <i>(Performance Measures)</i>
<ul style="list-style-type: none"> ▪ All Water strategies are implemented, reviewed and updated as necessary. ▪ Required Bylaws are maintained and updated. ▪ Data relating to the condition of Three Waters assets is obtained, and accurately reflected in AssetFinda and hydraulic models to aid the development of long term planning of the infrastructure. 	<p>asset condition information, with minimal data gaps.</p>
PROJECT SCOPING AND DESIGN	
<ul style="list-style-type: none"> ▪ Liaise with Senior Stormwater Engineer in the identification and scoping of stormwater improvement and upgrade projects ▪ Develop business cases with support from Team Leaders - by scoping, assessing feasibility and design for projects from 5 – 30 years including cost estimates. ▪ All infrastructure projects are scoped, costed and programmed in the 10-year plan. ▪ Develop capital works projects (initial concepts/design) to the point of handover to the Project Delivery Unit as required. ▪ Review delivery of projects to ensure compliance with programme and budget. ▪ Lead the handover of projects for delivery to the relevant internal stakeholders (i.e. Asset Management, Network or Project Delivery teams) for Project design and/or Contract Administration within agreed design parameters and costings. ▪ On project completion review if project benefits have been achieved and re-scope future works and plans as necessary. ▪ Manage the water, wastewater and stormwater models. ▪ Initiate and manage the running of scenarios utilising the models to provide advice to stakeholders. 	<ul style="list-style-type: none"> ▪ Business cases are comprehensive, linked to asset management strategies and delivered within scope, timeframes and budget. ▪ Project programming, design, scope and cost provided in the 10 year plan is reasonable and pragmatic when compared with Council’s capacity to deliver. ▪ Design process is managed effectively and pragmatically. ▪ Land acquisitions and consent applications consider Council’s potential uses and strategy in the longer term. ▪ Internal stakeholders receive thorough project/contract handovers and are aware of the parameters they must operate within. ▪ Models are effectively maintained and used for planning purposes and analysing systems efficiency.
TECHNICAL ADVICE AND ADMINISTRATION	
<ul style="list-style-type: none"> ▪ Provide technical advice and expertise to key stakeholders (internal and external) on water services infrastructure planning and asset management practices, relevant 	<ul style="list-style-type: none"> ▪ Advice is provided with the recipient in mind, can inform decision making and completed within the agreed timeframes.

KEY RESULT AREAS (KRAS) <i>(Expected Responsibilities & Tasks to be fulfilled)</i>	KEY PERFORMANCE OUTCOMES <i>(Performance Measures)</i>
<p>legislation and, Council policies and bylaws relating to water services.</p> <ul style="list-style-type: none"> ▪ Liaise with Asset Information Analyst, GIS, asset information officers and other key stakeholders to submit accurate and relevant data for AMP updates and reviews. 	
HEALTH & SAFETY (H&S)	
<ul style="list-style-type: none"> ▪ Actively participate in health and safety (H&S) responsibilities outlined in Council’s H&S Management Programme. ▪ Follow all established work procedures with particular regard to the requirements for H&S, including the use of PPE. ▪ Actively participate in the identifying and reporting of hazards and accidents. ▪ Actively participate in rehabilitation and return to work procedures following an (work related or non-work related) accident. ▪ Actively promotes and supports health and safety and wellbeing initiatives. 	<ul style="list-style-type: none"> ▪ Adheres to all H&S practices and rules as they relate to the position and working environment(s) and seeks out advice when unsure. ▪ All accidents/incidents/near misses are reported in TRAX and to the direct manager as soon as possible following the incident. ▪ Risks are updated in TRAX and mitigations discussed when risks are identified. ▪ Constructively participates in Council rehabilitation and return to work process, including the sharing of relevant information and attendance of medical appointments/assessments. ▪ Acts as an internal advocate for Health, safety and wellbeing initiatives.
CIVIL DEFENCE & BUSINESS CONTINUITY MANAGEMENT	
<ul style="list-style-type: none"> ▪ Actively contributes to Business Continuity Management (BCM) and Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position. 	<ul style="list-style-type: none"> ▪ Contribution into BCM plans is provided and plans are implemented as required. ▪ Participation in CDEM readiness, response and/or recovery and training completed as required.
PROFESSIONAL ACCOUNTABILITY AND DEVELOPMENT	
<p><i>Our Values</i></p> <ul style="list-style-type: none"> ▪ Actively supports and models the required Waipā Values and required behaviours of the role (internally and externally). <p><i>Customer Service</i></p> <ul style="list-style-type: none"> ▪ Promote a “customer first” and first contact resolution culture within the department, and the wider Council. ▪ Maintains high level of customer service under all conditions, devising solutions and meeting commitments within timeframes and constraints. 	<p><i>Our Values</i></p> <ul style="list-style-type: none"> ▪ Champions the Waipa Values in all professional interactions, and seeks approval and/or when unsure seeks feedback in an appropriate manner. ▪ Participates in a community service activity annually. <p><i>Customer Service</i></p> <ul style="list-style-type: none"> ▪ Evidence of improving customer service with new initiatives within the department. ▪ Customer enquiries/requests, CRMs and correspondence etc, are responded to in

KEY RESULT AREAS (KRAS) <i>(Expected Responsibilities & Tasks to be fulfilled)</i>	KEY PERFORMANCE OUTCOMES <i>(Performance Measures)</i>
<ul style="list-style-type: none"> ▪ Adheres to Council’s confidentiality policies and relevant legislation, in all customer interactions. <p>Professional Development</p> <ul style="list-style-type: none"> ▪ Takes personal responsibility for discussing own performance and professional development with direct manager. ▪ Demonstrates commitment to up-skilling and further developing specialist knowledge and best practice initiatives. <p>Opportunities for Improvement</p> <ul style="list-style-type: none"> ▪ Uses Council’s business improvement tools to identify opportunities for improvement and as necessary works across the organisation to implement the necessary changes. 	<p>the required timeframe and are followed through in manner that promotes resolution.</p> <ul style="list-style-type: none"> ▪ Complies with Council’s confidentiality policies when dealing with customer information and requests. <p>Professional Development</p> <ul style="list-style-type: none"> ▪ Takes an active role in own PDR and raises any concerns in a constructive manner that does not undermine good faith. ▪ Takes an active approach in familiarising themselves with the relevant plans, procedures, policies, processes and statutory requirements that can or may relate to their role and to the wider Council. <p>Opportunities for Improvement</p> <ul style="list-style-type: none"> ▪ Contributes to and/or champions a business improvement initiative through to completion.
ADDITIONAL DUTIES	
<ul style="list-style-type: none"> ▪ Fulfils all other assigned responsibilities and/or project work in a professional and timely manner. 	<ul style="list-style-type: none"> ▪ Positive feedback is received by manager reflecting the achievement of positive results and ability to go the extra mile when fulfilling additional responsibilities or completing project work as assigned by manager.

Job Description Internal Approval

Approved By:

SENIOR ASSET PLANNING ENGINEER

Date Approved:

From time to time the Asset Planning Engineer Job Description will be reviewed and altered in consultation with the current Job Holder(s). Such reviews will generally occur in response to changes in statutory requirements, internal changes (i.e. processes, technology etc) and prior to a job validation exercise. All of these changes must have the prior approval of the Manager Human Resources, during and following consultation.

If, following consultation with the current Job Holder(s), it is proposed that the Key Result Areas (KRAs) of the role will change significantly and/or the position title may change, prior approval will be sought from the Chief Executive, relevant Group Manager and Manager Human Resources.

Job Holder Acknowledgement

I, acknowledge that the Key Result Areas (KRAs) and Key Performance Outcomes outlined above are what is expected of me and will be used to measure my performance while I am employed with Waipa District Council as Asset Planning Engineer.

I also acknowledge that, by providing my signature below, I will raise any concerns about the above expectations in an appropriate and constructive manner with my direct manager and will actively contribute and participate in a consultation process should this job description be reviewed whilst I am the job holder.

Signed:

Job Holder Full Name:

Date:

Person Specification – Asset Planning Engineer

PROFESSIONAL/TECHNICAL QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> Degree in Civil or Environmental Engineering (or diploma/certificate level technical qualification plus equivalent level of learning through significant experience and/or working towards Apōpō Professional Practice Accreditation) 	<ul style="list-style-type: none"> Degree in Civil Engineering CPENG accreditation Engineering New Zealand membership or Apōpō Professional Practice Accreditation Project management diploma Health & safety certification

RELEVANT WORK EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> Five years' experience in a civil and/or Three Waters engineering role – public utilities/Three Waters/asset management Project management experience 	<ul style="list-style-type: none"> Ten years' experience in a civil engineering role – public utilities/Three Waters/asset management Previous experience working in a similar local government organisation

The following demonstrates the expectations of an effective and competent job holder (i.e. the employee's ability to achieve an overall PDR rating of 'Performing' or more). This does not necessarily represent the current job holder's competencies, skills and attributes. Areas of particular strength and those that require further development are discussed between the direct manager and job holder when first appointed and as part of Council's Performance Development Review (PDR) process.

JOB RELATED COMPETENCIES, SKILLS AND ATTRIBUTES	
Essential	Desirable
<p>Technical Skills</p> <ul style="list-style-type: none"> Good working knowledge of MS Office applications (i.e. Word, Outlook, and Excel) and Internet Explorer. Knowledge of NZ engineering standards and regulations. Understanding of and ability to effectively apply New Zealand contract law in a contract management context. Understanding of and ability to apply best practice Health & Safety protocols. Understanding of and ability to apply engineering design principles. Technical knowledge of civil/structural engineering design including hydraulics, hydrology, treatment plant operations, structural and pipe design. Ability to prepare, analyse and interpret financial information. 	<p>Technical Skills</p> <ul style="list-style-type: none"> Knowledge of the Local Government sector and municipal engineering. Excellent working knowledge of MS Office applications. Knowledge of the International Standard for Asset Management. Ability to develop long term infrastructure strategies and plans. Ability to use financial reporting and programming software tools. <p>Communication Skills</p> <ul style="list-style-type: none"> Ability to relay technical information to non-technical stakeholders effectively. Effectively resolves conflict. Excellent public speaking and presentation skills. <p>Leadership Skills</p> <ul style="list-style-type: none"> Imparts and transfers technical knowledge to enhance the development of others.

JOB RELATED COMPETENCIES, SKILLS AND ATTRIBUTES

Essential	Desirable
<p>Communication Skills</p> <ul style="list-style-type: none"> ▪ Effectively gives and solicits feedback to ensure understanding. ▪ Persuasively communicates point-of-view to others and negotiates effectively. ▪ Contributes to an operate exchange of ideas in meetings/discussions in a constructive manner. ▪ Written and verbal reports to supervisors/management are clear, concise and well received. <p>People Skills</p> <ul style="list-style-type: none"> ▪ Ability to guide and influence people to take action and follow correct procedures. ▪ Develops productive relationships and maintains an atmosphere of trust. ▪ Effectively resolves conflict and communicates disagreement without being disagreeable, offending, or building resentment. ▪ Effective and participatory team player. ▪ Establishes rapport quickly with stakeholders. ▪ Takes the initiative to build/strengthen relationships with others. <p>Personal Accountability and Self-Management</p> <ul style="list-style-type: none"> ▪ Maintains and upholds standards in an ethical and consistent manner. ▪ Maintains positive focus even under pressure or resolving conflict. ▪ Strong attention to detail, particularly with regard to written documents and measurement devices. ▪ Takes appropriate and reasonable steps to solve problems or improve the status quo. ▪ Projects a poised and confident demeanour. ▪ Assumes a leadership role rather than waiting for others to lead. ▪ Self-starter that sets and achieves own goals. ▪ Demonstrates positive body language and tone of voice. ▪ Displays a willing flexibility, adapts well to organisational change. ▪ Ability to prioritise workloads through proactive planning and work to timeframes and/or under pressure whilst maintaining 	<p>People Skills</p> <ul style="list-style-type: none"> ▪ Identifies and builds strategic relationships with project consultants. ▪ Takes the initiative to actively maintain relationships with key stakeholders. ▪ Handles complex/contentious issues with balance and fairness, and considers the long term impacts. <p>Personal Accountability and Self-Management</p> <ul style="list-style-type: none"> ▪ Seeks and demonstrates ownership of issues and solutions. ▪ Able to work collaboratively to engage diverse interest groups whilst driving progress. ▪ Assumes a leadership role rather waiting for others to lead. ▪ Drives business results by aligning with vision, mission and values to enhance business value ▪ Understands the political nature of the organisation, and the development and implementation of policy. ▪ Projects an image of maturity and integrity that creates credibility. ▪ Thinks broadly and conceptually, considering strategies and possibilities to drive the organisation forward. ▪ Shows initiative to learn beyond scope of role, to provide extra support to key staff.

JOB RELATED COMPETENCIES, SKILLS AND ATTRIBUTES

Essential

Desirable

<p>professionalism (both in manner and delivery of work).</p> <p>Physical Capability</p> <ul style="list-style-type: none"> ▪ Can work at computers for long periods of time. ▪ Can attend sites as required. 	
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