Department:	Water Services
Group:	Service Delivery
Line Manager:	Senior Asset Planning Engineer
Direct Reports:	N/A
Delegations:	Please refer to Waipa District Council's Delegations Register for the specific delegated authorities and financial delegations that are applicable to this role. The Job holder is expected to maintain and present a Council warrant when conducting Council business in the Waipa District.
Primary Location:	Te Awamutu Office but mobile between Council Offices and around the District to fulfil the Key Responsibility Areas as required.
Job Purpose:	Undertakes the co-ordination of asset management and administration for the Water Services business unit.

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:

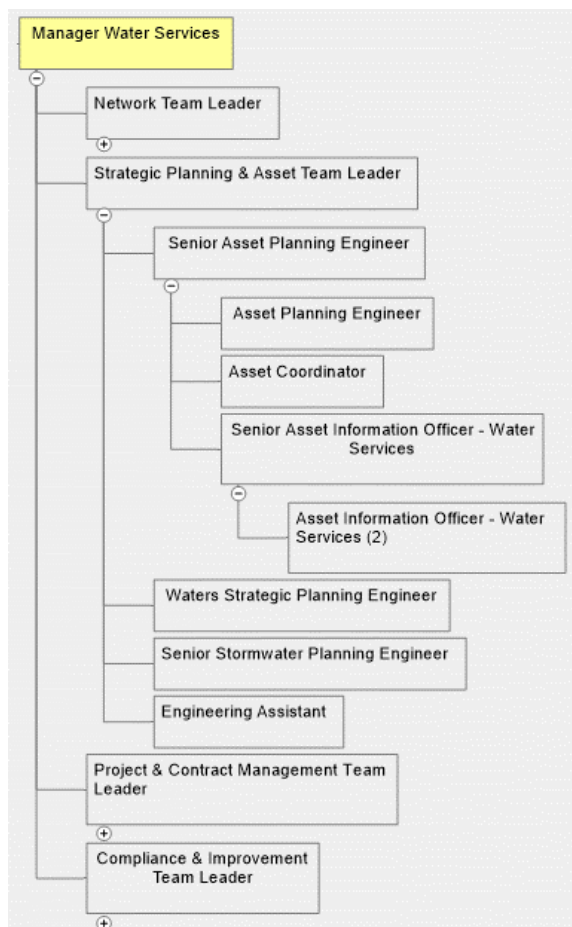BEING SAFE AND WELL MATTERS   TE PIRIPONO KI TE IWI MĀORI ME TE TIRITI COMMITMENT TO MĀORI AND THE TREATY   WE ARE BETTER TOGETHER   WE STRIVE TO IMPROVE   WE DO THE RIGHT THING

Where do you fit in at Waipa District Council?

Your House of Waipa (HoW) Key Result Areas

KEY RESULT AREAS (KRAS) *(Expected Responsibilities & Tasks to be fulfilled)*	KEY PERFORMANCE OUTCOMES *(Performance Measures)*
THREE WATERS ASSET MANAGEMENT	
▪ Work closely within the Water Services team to ensure the data is accurate and incorporated into the Asset Management System (AMS). ▪ Work with key stakeholders to ensure asset information is collected, analysed and relevant documentation updated e.g. asset information database. ▪ Work closely with the Development Engineering and Project Delivery teams to facilitate the collection of accurate information for future works programmes. ▪ Ensure all asset data from operational and capital projects delivered on behalf of the Water Services Team is collated, updated	▪ Asset data accurately reflects asset condition and location, and informs the AMPs / renewal programmes to reflect outputs of completed operations works and investigations conducted by the Network Team. ▪ All asset data collected is inputted into Assetfinda accurately and within a timely manner that does not prevent the Network team from achieving service level outputs. ▪ All new and modified assets are capitalised and recognised by the end of financial year. ▪ Requests are actioned by stakeholders in the agreed timeframes. ▪ Data is appropriately analysed and reported on.

KEY RESULT AREAS (KRAS) *(Expected Responsibilities & Tasks to be fulfilled)*	KEY PERFORMANCE OUTCOMES *(Performance Measures)*
and forwarded to the Asset Information Officer(s) for asset recognition. ▪ Liaise with IT and Customer Support stakeholders to Request changes on CRM. ▪ Analyse and interpret data and prepare reports/graphs for water/wastewater/stormwater asset renewal and improvement planning. ▪ Use Telemetry database to assist with obtaining relevant information for asset management. ▪ Provide asset management information as requested by managers, Asset Information Officer(s) and the wider Water Services team. ▪ Assist Network Team as required with day-to-day operations and problem solving. ▪ Assist Compliance & Improvement Team as required. ▪ Identify all sources of data held by Council that may confirm or add to data held in AssetFinda (CCTV records, staff knowledge, previous survey records etc.). ▪ Schedule network intelligence collecting from the appropriate sources to verify and confirm data. ▪ Undertake the field survey and data collection required to verify. ▪ Investigate and problem solve Network issues, ensuring any renewal of assets/new works are identified to enable improvement works to be planned and budgeted. ▪ Assist with enhancing the performance of the Network and treatment plants. ▪ Undertake Quality control and Audits on compliance with operation manuals and SOP's with any improvements identified to SOP/manual owner to enable documents to be updated.	▪ Data trends are identified and reports are well presented in order to appropriately inform decision making. ▪ Telemetry database is well utilised and opportunities for improvement are actioned with key stakeholders. ▪ Asset information provided to customers is done so in a manner that meets the customer's needs. ▪ Ability to work across teams to aide operational requirements and problem solving. ▪ All sources are identified and prioritised based on the quantity and quality of information available to add or confirm data already held by Assetfinda. ▪ Intelligence gathering is scheduled appropriately and completed in an accurate and timely manner. ▪ Field survey work is undertaken in a professional, accurate and efficient manner. ▪ Comprehensive records are developed and are available for uploading to Assetfinda. ▪ Information collected is full and accurate so that it can effectively inform operational planning and decision making. ▪ Asset Renewals and asset improvements are planned and budgeted.
WATER, WASTEWATER ANS STORMWATER CONNECTIONS	
▪ Be proficient in the process to approve and progress to completion water, wastewater	▪ To be able to stand in for the Maintenance and Works Planner to mange and progress connections as required

ASSET COORDINATOR
Water Services
Job Description

Waipa DISTRICT COUNCIL

KEY RESULT AREAS (KRAS) *(Expected Responsibilities & Tasks to be fulfilled)*	KEY PERFORMANCE OUTCOMES *(Performance Measures)*
and stormwater connections in support of the Maintenance and Works Planner. • Be familiar with and be able to offer advice in terms of serviced areas, technical compliance, technical standards, bylaws and fees around connections to be a stand-in for the maintenance Planner as required plus be able to provide good asset management to internal stakeholders such as the development engineering and growth teams • Be familiar with construction quality standards for water, wastewater and stormwater inspections to undertake physical audits and inspections as required	• To give expert advice on the technical viability of connections from an asset perspective
RELATIONSHIP MANAGEMENT	
• Builds effective relationships with internal customers and customers from other local authorities. • Promote the sharing of information between departments and teams. • Works collaboratively across the business unit, provides engineering advice and back up.	• Is able to call upon departments and other Local Authority staff for assistance with ease. • Utilises two-way communication flow and demonstrates a proactive approach to closing off the feedback loop. • Stakeholders express confidence in technical advice and support.
HEALTH & SAFETY (H&S)	
• 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.	• 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	

ASSET COORDINATOR
Water Services
Job Description

KEY RESULT AREAS (KRAS) *(Expected Responsibilities & Tasks to be fulfilled)*	KEY PERFORMANCE OUTCOMES *(Performance Measures)*
▪ Actively contributes to Business Continuity Management (BCM) and Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.	▪ Contribution into BCM plans is provided and plans are implemented as required. ▪ Participation in CDEM readiness, response and/or recovery and training as required.

PROFESSIONAL ACCOUNTABILITY AND DEVELOPMENT	
HoW Values ▪ Actively supports and models the required HoW Values and required behaviours of the role (internally and externally). *Customer Service* ▪ 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. ▪ Adheres to Council's confidentiality policies and relevant legislation, in all customer interactions. *Professional Development* ▪ 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. *Opportunities for Improvement* ▪ Uses Council's business improvement tools to identify opportunities for improvement and as necessary works across the organisation to implement the necessary changes.	*HoW Values* ▪ 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. *Customer Service* ▪ Evidence of improving customer service with new initiatives within the department. ▪ Customer enquiries/requests, CRMs and correspondence etc, are responded to in the required timeframe and are followed through in manner that promotes resolution. ▪ Complies with Council's confidentiality policies when dealing with customer information and requests. *Professional Development* ▪ 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. *Opportunities for Improvement* ▪ Contributes to and/or champions a business improvement initiative through to completion.

ADDITIONAL DUTIES	
▪ Fulfils all other assigned responsibilities and/or project work in a professional and timely manner.	▪ 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.

Waipa
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Job Description Internal Approval

Approved By:	
SENIOR ASSET PLANNING ENGINEER	Date Approved:

From time to time the Asset Coordinator 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 Coordinator.

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:

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DISTRICT COUNCIL

Person Specification – Asset Coordinator

PROFESSIONAL/TECHNICAL QUALIFICATIONS	
Essential	**Desirable**
- Science, Engineering or similar infrastructure asset management qualification (or equivalent learning through experience). - Full, clean drivers' licence.	Science, Engineering qualification or similar.

RELEVANT WORK EXPERIENCE	
Essential	**Desirable**
- At least two years' previous experience working in an infrastructure asset administration related position and/or an engineering trade background i.e. plumbing / reticulation for network-related knowledge. - Competent in using the full Microsoft Office suite with expertise working with and reporting on asset data information in Excel. - Customer Service experience and exposure to relay technical knowledge to a non-technical audience. - Ability to negotiate, coordinate and facilitate between numerous parties to relay information, ensure consistency and seek outcomes and solutions for all concerned. - Understanding the importance of the technical skills just as much as the paper trail for audit and compliance.	- Previous experience working in a similar local government organisation. - Previous work experience in a similar public sector asset management role. - Previous experience working with an asset management system such as Assetfinda. - Previous experience of GIS based systems

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**
Technical Skills Basic knowledge and practical application of three waters operation, asset management and maintenance practices.	***Technical Skills*** - Knowledge of the Local Government sector and municipal engineering. - Knowledge of Waikato Region technical standards such as the Regional Infrastructure

JOB RELATED COMPETENCIES, SKILLS AND ATTRIBUTES	
Essential	**Desirable**

Essential

- Basic understanding and applied knowledge of engineering design principles.
- Good working knowledge of MS Office applications (i.e. Word, and Outlook) and Internet Explorer.
- Excellent practical knowledge of MS Excel application.
- Able to prepare, analyse and interpret asset data reports.
- Understands and applies health and safety practices.

Communication Skills

- Effectively gives and solicits feedback to ensure understanding.
- Persuasively communicates point-of-view to others and negotiates effectively.
- Written and verbal technical reports to supervisors and upper management are clear, concise and well received.

People Skills

- Develops enduring relationships and maintains an atmosphere of trust.
- Takes the initiative to build/strengthen relationships with key stakeholders.

Personal Accountability and Self-Management

- Takes appropriate and reasonable steps to solve problems or improve the status quo.
- Self-starter that sets and achieves own goals proactively.
- Maintains positive focus even under pressure.
- Displays a willing flexibility, adapts well to organisational change.
- Has an organised approach to tasks and manages time to ensure timeframes are met accordingly.

Physical Capability

- Can work at computers for long periods of time.
- Physically fit and able to conduct site visits.

Desirable

Technical Standards particularly in relation to three waters.

- Able to provide relevant input into long term infrastructure strategies and plans.
- Excellent skill level using MS Office applications (excluding Excel).
- Ability to use financial reporting and programming software tools.

Communication Skills

- Ability to relay technical information to non-technical stakeholders effectively.
- Effectively resolves conflict
- Excellent public speaking and presentation skills.

People Skills

- Creates opportunities for consultation by facilitating process with diverse groups and cultures.

Personal Accountability and Self Management

- Contributes to an operate exchange of ideas in meetings/discussion in a constructive manner
- Understands the political nature of the organisation, 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 business unit and organisation forward.