

Job Description

Job title:	Engineering Officer	Location:	Mabey Road, Lower Hutt
Status:	Permanent	Effective:	April 2021
Group:	Catchment Management	Department:	Flood Protection

Our Purpose: Working together for our greater good

Our Purpose, Vision and Behaviours form our GW Way and are the guiding principles for all we do at GWRC.

The GW Way behaviours are:

On the same side: One team working for one common goal

Always looking for a better way: Encourages the open expression of diverse ideas and opinions

For people by people: Everyone here is for everyone out there

Own it: Take responsibility and own the outcome

1. Purpose of Greater Wellington Regional Council

Enriching life in the Wellington region by building resilient, connected and prosperous communities, protecting and enhancing our natural assets, and inspiring pride in what makes us unique.

2. Role of the Flood Protection Department

The Flood Protection Department sits within the Catchment Management Group. The Catchment Management Group is one of seven functional groups within Greater Wellington and provides a range of regional council services. These services include activities associated with flood protection and river management, plant and animal pest management, bovine Tb vector control, and sustainable land management and biodiversity.

The Flood Protection Department is tasked with region-wide responsibility for Greater Wellington's river and flood risk management. This is to ensure the best possible protection from the consequences of flooding and erosion for communities in the region (given available resources), to manage the river environments to provide attractive places for recreation and to take care of our river ecosystems.

3. Purpose of role

- To support Flood Protection's objective of best practice asset management by assisting with the management of Flood Protection's asset systems and planning.
- To assist the operational arm of the department by providing engineering support in the form of project management, resource consent management including compliance and reporting, river and gravel management, health and safety, and operational response to flood risk.
- To provide advice to the public, territorial local authorities and others within the Department on operational matters.
- To provide leadership and supervision to operational staff on assigned projects.

4. Working relationships

This role is one of four positions reporting to the Section Leader, Operations Planning. The Operations Planning Section is responsible for asset management, river and gravel management, resource consents and health and safety for Flood Protection, as well as providing operational support to the Operations Team.

The Engineering Officer will have contact with internal and external stakeholders, including but not limited to:

- Flood Protection staff; with a close working relationship with the Operations Team both East and West.
- Staff within GWRC, particularly ICT and those with asset management, resource consent, operational and health and safety responsibilities.
- Consultants employed by the Flood Protection department.
- Contractors and suppliers.
- Elected representatives and Committee appointees (on a periodic basis).
- Staff from external organisations.
- The public for providing information and advice

5. Key results and tasks

Key Results	Key Tasks
<p>Asset Management</p> <ul style="list-style-type: none"> Operational staff are supported in the use of various interfaces with Council’s asset management system(s). Business processes are efficient and effective. Maintenance plans are in place, and maintained, for all assets and are appropriate to the criticality of the assets. The condition and performance of assets is known and reported to Council. The Asset Management Plan is reviewed as required. Drawings and manuals are accurate and up to date in Council’s asset management system. 	<ul style="list-style-type: none"> Provide support, guidance and directly assist with asset data entry/updates for Plant Maintenance work and management processes. Facilitate and support the Operations Team with asset condition rating inspections. Review and update Council’s GIS and asset database. Assist with transactional data for work management processes, such as creating notifications and work orders. Provide training to staff on Council’s asset management system. Recommend and implement process and procedure improvements. Review maintenance requirements for new or modified assets. Manage asset condition assessments, and assist with reporting to Council. Manage and maintain asset performance. Assist with the review of Flood Protection’s Asset Management Plan. Check documents and drawings are updated when required. Keep up-to-date with best practice.
<p>GIS</p> <ul style="list-style-type: none"> Maintain and improve GIS databases, in relation to gravel and river management activities Ensure the accuracy of the GIS data and system usability, is appropriate for the intended use. 	<ul style="list-style-type: none"> Review, maintain and improve resource consent, and gravel and river management activities in GIS. Liaise with Operational staff and update GIS to collect information related to resource consents, and gravel and river management activities.

Key Results	Key Tasks
	<ul style="list-style-type: none"> • Recommend and implement GIS process and procedure improvements. • Keep up-to-date with best practice.
<p>Gravel management</p> <ul style="list-style-type: none"> • Gravel extraction activities are actively supported and managed as required. 	<ul style="list-style-type: none"> • Maintain and manage gravel licences and monitoring systems. • Ensure river cross section surveys are performed as required. • Compile ad-hoc, monthly and quarterly reports.
<p>Operational support</p> <ul style="list-style-type: none"> • Accurate, quality and timely completion of work allocated to an acceptable standard, and within budget. • Resolution of problems through appropriate action. • Keeping relevant and accurate records in relation to all of the appointee's functions. • Performance of duties by staff, where assigned, to the necessary standards. • Dignified conduct in the performance of duties, both within and outside the organisation. 	<ul style="list-style-type: none"> • Assist the Team Leader, Section Leader, supervisory staff, and other staff based at the works depots, by the provision of technical, and general administrative advice and support as required. • Prepare reports, including, resource consent and compliance reports, isolated works reports, plus other routine reporting and correspondence as required. • Scope and manage projects, including investigation and design (where appropriate), preparing resource consent applications, and supervision of projects or elements or projects. • Assist with the preparation of briefs, including recommendation of selected contractors and the subsequent supervision of their activities where appropriate. • Attend public meetings and/or tours needed to publicise or inform on activities undertaken by the Flood Protection Department.

Key Results	Key Tasks
	<ul style="list-style-type: none"> • Be available, on a rostered basis, to assist with the flood warning function of the department. This work is often after hours and weekend and statutory holidays.
<p>Relationship management</p> <ul style="list-style-type: none"> • Build effective partnerships and relationships with management, users and external parties. 	<ul style="list-style-type: none"> • Express ideas effectively both in written and oral communications, in individual and group situations; adjust language and delivery depending on audience. • Effectively disseminate new information, ideas, and processes in a non-threatening and inclusive manner.
<p>Health & Safety</p> <ul style="list-style-type: none"> • A safe and healthy working environment is maintained • GWRC's health and safety policies are observed 	<ul style="list-style-type: none"> • Actively engage in health and safety matters • Practice safe work methods and follow health and safety procedures • Report on departmental incidents with monthly report • Maintain department OSH register and monitor entries into Council's H&S Systems database. • Protect themselves, their fellow employees and any other parties, from unsafe situations by working in a safe and responsible manner, in accordance with policy and procedural requirements • Participate in safe work planning, hazard identification, risk assessment and developing recommendations for corrective actions • Facilitate Safe Operating Procedure (SOP) meetings, update SOPs and issue changes to operational teams. • Report all incidents, including near misses and hazards, whether or not these incidents involve injury

6. Dimensions (employees, budget, expenditure)

No assigned budget responsibilities but responsible for the completion of work within approved financial allocations.

Responsible for the management of staff, contractors and consultants who are allocated to a project, as may be directed from time to time.

Part two: person specification

Essential knowledge, skills, and behaviours

1. Qualifications, skills and experience

- Preferably a relevant tertiary qualification such as NZDE or NZCE (Civil), or extensive experience in a civil or river engineering back ground in the fields of construction and project supervision.
- Experience in the preparation of contract documents, recommendations on selected contractors or suppliers and management of contracts.
- Experience at managing staff with the ability to communicate effectively, with a wide range of people at all levels.
- The ability to work unsupervised, and manage a range of tasks simultaneously.
- The ability to work in a friendly and co-operative manner and in close association with other Flood Protection staff.
- A sound level of computer literacy in Microsoft office.
- Self-motivation and the ability to work without close supervision.

2. Personal attributes and behavioural competencies

- Understands the importance of using sound judgement, by weighing up relevant options and evaluating potential outcomes to ensure decisions are based on well thought out processes. Ability to influence through effective application of knowledge and logic.
- Ability to contribute and work collegially as a member of the department management team.
- Understands the importance of building and maintaining positive durable working relationships with both internal and external stakeholders.
- Committed to and understands the importance of maintaining a work-life balance.

3. Physical requirements

- The ability to safely and comfortably use a keyboard and mouse without causing or aggravating an injury.
- Be able to work in an outdoor environment involving walking over rough terrain with heavy equipment.
- A full and current driver licence

Date and signatures

Job holder: _____

Date: _____

Manager: _____

Date: _____