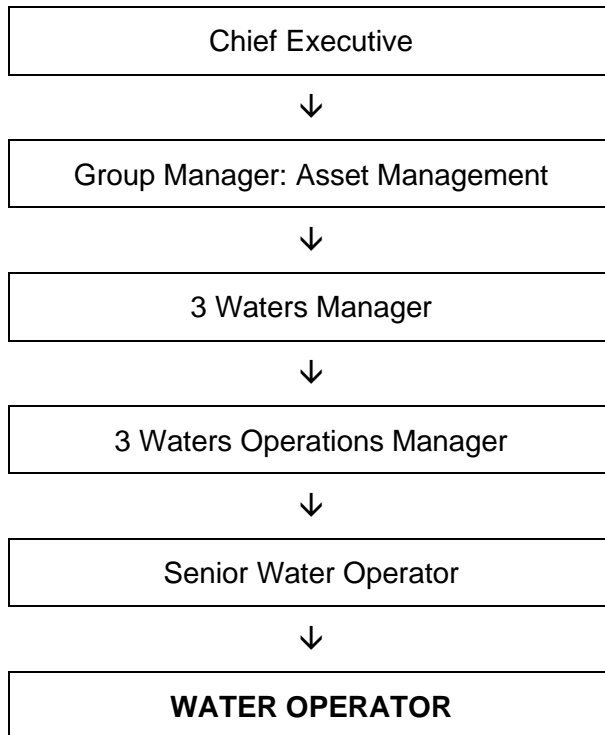


POSITION DESCRIPTION

Position: WATER OPERATOR
Team: 3 Waters Services
Group: Asset Management
Responsible To: Senior Water Operator
Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Asset Management Group. The Group includes 3 Waters, Transportation, Cemetery and Crematorium, Waste & Data Services, and Public Spaces & Building Assets and a Professional services panel of consultants

The purpose of this position is to manage the day-to-day delivery of Council's water supply operations. This is achieved by:

- Operating water treatment plants as per the Hastings District Council Water Safety Plans.
- Maintaining Water Quality, Public Health & Safety
- Operations and Maintenance
- Monitoring and Compliance
- Relationship Management (Other staff , contractors and consultants)

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Water Quality

- Ensuring that the water leaving HDC's treatment facilities and reservoirs at all times complies with the Drinking Water Standards for NZ.
- Taking appropriate action and implementing standard procedures in the event of a transgression or contamination event and ensuring that transgressions, non-compliances and contamination events are immediately advised to the Senior operator.
- Testing, monitoring and evaluating compliance with the Drinking Water Standards for NZ.
- Maintaining a high focus on public safety within Council's risk management framework.
- Assisting the Drinking Water Operations Manager in preparing and forwarding water quality reports to the Public Health Officer within the required timeframes for compliance.
- Ensuring that where fluoridation and chlorination is provided, it is dosed and maintained to achieve the specified level and is purchased, stored and handled in accordance with Council and industry standards.
- Assisting in the delivery of Improvement Plan initiatives, as defined within the Water Safety Plans and updating plans when significant changes are identified.

Operations and Maintenance

- Maintain and support the operation and routine maintenance of all water supply pump stations, treatment facilities and reservoirs.
- Maintain and keep good and formal records of operations and maintenance as directed by the Manager of 3 waters operations
- Maintaining telemetry and operational data records at all water supply facilities.
- Attending to after hour's callouts and faults on a rostered basis
- Reporting to and advising the Senior Water Operator on recommendations for system improvements to water abstraction, treatment, reticulation and storage facilities.
- Providing operational and trend reports on system performance and usage.
- Ensuing that all routine monitoring and inspections are undertaken, and reactive and preventative maintenance is identified and resolved.

Asset Management and Programming

- Assisting asset management staff with condition and performance assessments of water assets using the Hansen IPS system.
- Providing asset information and assisting in the administration and collection of plant and equipment records to enable asset registers to be maintained.

Relationship Management

- Liaise with the general public and ratepayers on matters concerning flow, pressure and water quality.

- Promote relationships with consultants and suppliers and retain key external resources that provide critical service delivery support (eg. treatment, telemetry, electrical, mechanical).
- Provide assistance, when required, to the Drinking Water Manager.
- Keep the Senior Water Operator informed on all operational issues that could impact on service delivery, water quality and consent compliance.

Important Functional Relationships

External

Customers
 Ratepayers
 Contractors and Suppliers
 FENZ
 HB Regional Council
 Consultants
 DHB
 Laboratories
 Other Local Authorities
 Staff and Engineers
 Health Protection Officers
 Drinking Water Assessors

Internal

Operations Engineer
 Group Managers
 Planning and Regulatory
 Corporate Group
 Asset Management Group
 Strategy and Development
 Planning and Consents Staff
 3 Waters Manager
 Development Engineer
 Health, Safety & Wellbeing
 Partner

Committees/Groups

School and Tour Groups
 Induction Tours
 Water Industry Operations
 Group
 WaterNZ special interest
 groups
 Ratepayer Associations
 Private Water Suppliers

Person Specification

Qualifications

- The position holder should possess a recognised industry qualification (eg. National Diploma in Drinking Water – Water Treatment, Site Technician) or be working towards a relevant qualification, and have extensive knowledge of and experience in managing public water supplies.

Knowledge/Experience

- To fulfil the role of the position it is expected that the Water Operator will have demonstrated experience in the public sector with responsibility for operating and maintaining water treatment and distribution networks that service urban and rural communities.
- The position holder should also have a good understanding of public health issues (WSPs, Drinking Water Standards) and resource consent management.
- The duties of the position require frequent interaction with other technical personnel and the general public. The position holder is expected to have acquired effective communication skills and possess competencies in negotiating and interacting successfully with other people.

Key Personal Competencies

- Innovative – looks for and is open to new approaches.
- Looks for opportunities to improve systems and processes.
- Proactive, well organised and focused on results.
- Accountable – is aware of outcomes sought and displays a performance culture.
- Committed to Council and the community.
- Customer orientated – promotes a customer oriented culture.
- Communicates clearly and concisely and maintains relationships with key stakeholders including colleagues, Councillors, ratepayers, service providers and suppliers.

Personal Attributes

- Honest
- Loyal
- Open minded
- Enthusiastic
- Creative/innovative
- Ability to work on own initiative
- A sense of humour is essential
- Is a dedicated water treatment plant operator and Team player