

# Position Description

## Position Title

***Utilities and Infrastructure Engineer***

## Location

Grey District Council, 105 Tainui Street

## Contract Type

Permanent Full Time

## Date

01/09/2023

## How we make a difference (*Our Values*)



Be the Customer



Think excellence



Do the right thing

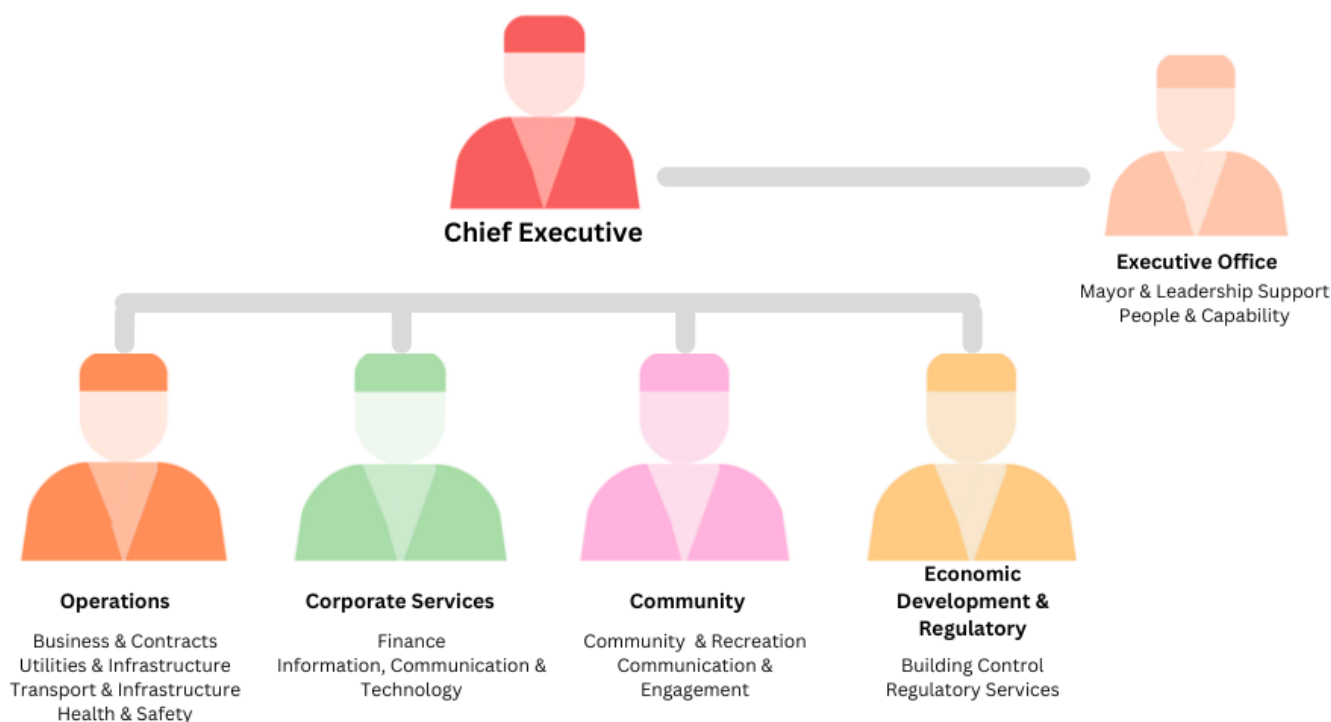


Be Integrity



Lead, together

## Grey District Council Services



# Position Details

## Purpose of Position

The primary purpose of this role is to work as part of the engineering team to support, maintain and actively participate in the development of our services, and to ensure we are operating effectively, efficiently in alignment with our business outcomes.

Core responsibilities assist the Utilities Engineering Team Leader and from time to time other senior Infrastructure Services team members with the following key areas of responsibility: Drainage (Sewerage and Stormwater), Water Supplies, Solid Waste Management, Parks, Reserves and Cemeteries, Municipal Buildings, Greymouth Flood Scheme, Public Conveniences, Assistance and response to Emergencies. Assists the Contracts and Inspections Officer Utilities with radio and telecommunications. Assist with the management of Water Services Maintenance Management and deterioration modelling systems and other utility paper and electronic management systems (e.g. database and spatial) relating to areas of responsibility including SCADA.

This role also provides assistance as required for all other Infrastructure Services team members. This includes but is not limited to Site Surveys for all activities, Traffic Management Plan processing, Resource consent and Land/Project Information Memorandum Processing.

## Key Relationships

### Responsible to

Utilities and Infrastructure Manager

### Responsible for

N/A

### Internal

- Chief Executive
- Executive Leadership Team Members
- Operation Team
- Transportation & Infrastructure Team
- All Council Staff

### External

- Customers and Ratepayers
- Consultants and Contractors
- Other Councils
- Other Roding and Utility Agencies

## Limitations on Authority

The incumbent will, apart from the responsibilities set out herein, have all the powers/responsibilities delegated to them by the Chief Executive Officer, or Council through the Chief Executive Officer as listed in Council’s Delegations Manual. Notwithstanding delegations set out in the Delegations Manual, the following delegated authorities will apply (refer to Delegations Manual for current limitations):

- Issue of purchase orders: up to \$5,000 inclusive of GST where the expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.
- Authorisation of invoices: up to \$5,000 inclusive of GST where expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.

# Performance Measures

## Key Result Areas

KPI (area of responsibility)	Measure (successful when)
<b>Engineering Input and Oversight of Infrastructure and Community Facilities</b>	
Provides assistance with: <ul style="list-style-type: none"> <li>- Drainage (sewage &amp; stormwater).</li> <li>- Water supplies, solid waste management, parks, reserves and cemeteries, municipal buildings, Greymouth flood scheme, public conveniences.</li> <li>- Solid waste management and energy management.</li> <li>- SCADA, process engineering, radio and other electronic communications systems.</li> </ul>	<ul style="list-style-type: none"> <li>- Contributes to the successful operation, maintenance, renewal, improvement and emergency management of these activities.</li> <li>- SCADA system knowledge enables position holder to diagnose and resolve plant and network issues.</li> <li>- Ability to successfully operate treatment plants and pumping systems.</li> </ul>
<b>Asset Management</b>	
<ul style="list-style-type: none"> <li>- Update/Add spacial and other data including financial data through Geographical Information Systems and Asset Management Systems to enable valuations to be prepared each year for role objectives</li> </ul>	<ul style="list-style-type: none"> <li>- Information is complete and accurate and remains up to date at all times. Ensure that all asset updating of Asset Management systems is complete by 31 July each year.</li> </ul>
<b>Traffic Management</b>	
<ul style="list-style-type: none"> <li>- Assist the Traffic Management Plan Coordinator (Transport Engineer) as required.</li> <li>- Provide assistance to all other team members as required. Includes traffic management plan processing and acting as Traffic Management Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>- Professional advice provided covers all aspects and identifies all issues relating to the areas of responsibility.</li> </ul>
<b>Field Work</b>	
<ul style="list-style-type: none"> <li>- Carry out field surveys, contract monitoring, design and set out including recording of asset additions, disposals and condition rating.</li> </ul>	<ul style="list-style-type: none"> <li>- All work carried out, presented and completed is to a standard that would be expected of any other reasonably competent person with similar qualifications and experience.</li> </ul>
<b>Management of the Drawing Office</b>	
<ul style="list-style-type: none"> <li>- First point of contact for drawing office enquiries and either actions or assists other team members to action Service Requests and correspondence within specified time frames for areas of responsibility.</li> <li>- Management of the drawing office, CAD, survey and measurement and monitoring systems such as but not limited to GPS, Total Station, Clegg Hammers, Gas Detectors, including software and hardware licensing and warranties.</li> <li>- Management of the electronic card access security system for the Tainui Street Building.</li> </ul>	<ul style="list-style-type: none"> <li>- Enquiries and service requests are responded to in a professional and customer friendly manner at all times.</li> <li>- Drawing office is run efficient, clean and tidy.</li> <li>- All software and hardware is kept up to date and all equipment is maintained in a clean and functioning condition at all times.</li> <li>- Security system is maintained in an operational state at all times.</li> </ul>

## Key Result Areas continued

### KPI (area of responsibility)

### Measure (successful when)

#### General Tasks

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| <ul style="list-style-type: none"> <li>- Assist Engineers and Manager by completing assigned tasks and projects on time.</li> <li>- Full design solutions for all projects up to components of major maintenance, capital and renewal works including survey, investigation, design, plan drawing and contract administration.</li> <li>- Provide detailed contract monitoring/supervision on behalf of or as engineer's representative including the valuing of variations and issue of on-site instructions including authorising on site variations subject to approval of the Engineer to Contract. Total variations not to exceed contingency contract amount.</li> <li>- Assist with emergency management for areas of responsibility prior to, during and following floods and other civil emergencies with consideration of reduction, readiness, response and recovery.</li> <li>- On call when required</li> <li>- Assist with preparation of an Annual Future Needs Report (to form basis of inputs and review of Asset Management Plans, Infrastructure Strategies and Long Term Plans).</li> <li>- Preparation of special reports or assists others with preparation of special reports.</li> <li>- Acknowledging services requests and correspondence within 10 working days.</li> <li>- Service Requests are actioned within specified time frames.</li> <li>- Contribute to processing of Project Information and Land Information Memorandums and Resource Consents, Traffic Management Plan processing and monitoring of TMP's throughout the district as a representative of the Road Controlling Authority and Water Services Authority.</li> </ul> | <ul style="list-style-type: none"> <li>- Assigned projects are completed within agreed time frames with the person the position holder reports.</li> <li>- All work carried out, presented and completed is to a standard that would be expected of any other reasonably competent person with similar qualifications and experience.</li> <li>- All work is carried out using Council's agreed contract documentation, and in accordance with the conditions of contract.</li> <li>- Effects of natural and human hazards are avoided, mitigated or remedied.</li> <li>- Is available to respond to incidents when on call.</li> <li>- Information, investigations, studies and reports are provided on time and cover all aspects and all issues relating to the areas of responsibility.</li> <li>- Reports are prepared and/or assistance is provided as required within agreed timeframes.</li> <li>- Acknowledgement of service requests are completed within 10 working days. Where unable to action within 10 working days, feedback is provided confirming what actions Council intends to take and when. If the issue is complex, regular feedback is to be provided outlining progress to date.</li> <li>- Professional advice provided covers all aspects and identifies all issues relating to the areas of responsibility.</li> </ul> |
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## Accountability Statements

Accountability Factors and Measurable Statement	
<b>Education</b>	Requires 4-5 years secondary schooling and a further full-time course of study for 2-3 years in a technical or specialized field; or significant and regular part-time courses of study extending over 5 or more years. Requires a wide range of specialised technical or scholastic skills to determine solutions to workplace issues, in self-directed and sometimes directive activity, drawing on a broad knowledge base with substantial depth in some areas and with some theoretical elements. National Diploma Level 6 (old NZ Certificate).
<b>Experience</b>	The job requires highly relevant experience in a specific area of work, often involving specialised training in order to achieve competence. This is not short-term experience, but significant, longer-term experience, predominantly focused on acquiring the job skills. 2 - 3 years relevant experience.
<b>Complexity</b>	The end results required and policy frameworks are defined but independent thought is necessary to co-ordinate conflicting demands and optimise efficiency.
<b>Scope</b>	Supervision of others is not required, but close liaison with others is necessary in coordinating specific activities to achieve common objectives.
<b>Problem Solving</b>	Problems are varied and the solution requires research through diverse and perhaps contradictory cases. Initiative and judgement is necessary in interpretation. In general, many of these problems extend far beyond the need for short term solutions, with the research required extending between 1-3 months.
<b>Freedom to Act</b>	Work is subject to general instructions only, and specific completion targets are normally specified. Progress reviews are usually undertaken but in most instances assistance by a superior is given only when requested.
<b>Impact/Result of Decisions</b>	Direct impact of a single discretionary decision causes minor impact, which can be expressed in dollar terms of less than 100 (Individual). 71-100
<b>Interpersonal Skills</b>	Discusses work with employees and communicates information to other people. The skills for representing the organisation externally and/or interacting with organisations or people outside the organisation where one or more of the following elements are present 1) there is a requirement to exert influence on others and to endeavour to convince/ persuade others to see/act in accordance with his/her point of view; 2) skills for consulting with and presenting to groups; 3) skills for reaching agreement on overall plans or schedules or to gain co-operation or participation in an activity; 4) sales roles involved in seeking clients and actively operating in a competitive market; 5) roles where empathy, understanding and interpersonal skills form a major component of the job.
<b>Authorities</b>	Approves limited routine expenditure, within budgetary limits and is accountable for an expenditure budget or approves long term extension of credit up to \$10,000. No staff authority.
<b>People Management</b>	Controls no staff. At the middle and upper levels, there may be a requirement to allocate tasks to others, possibly with limited supervisory responsibility, or with some involvement in training / guiding or project management.

# Person Specification

## Education / Qualifications

- Relevant tertiary qualification NZ Certificate in Engineering/ Diploma or similar
- 2 years civil engineering experience preferable
- Full and clean driver's license

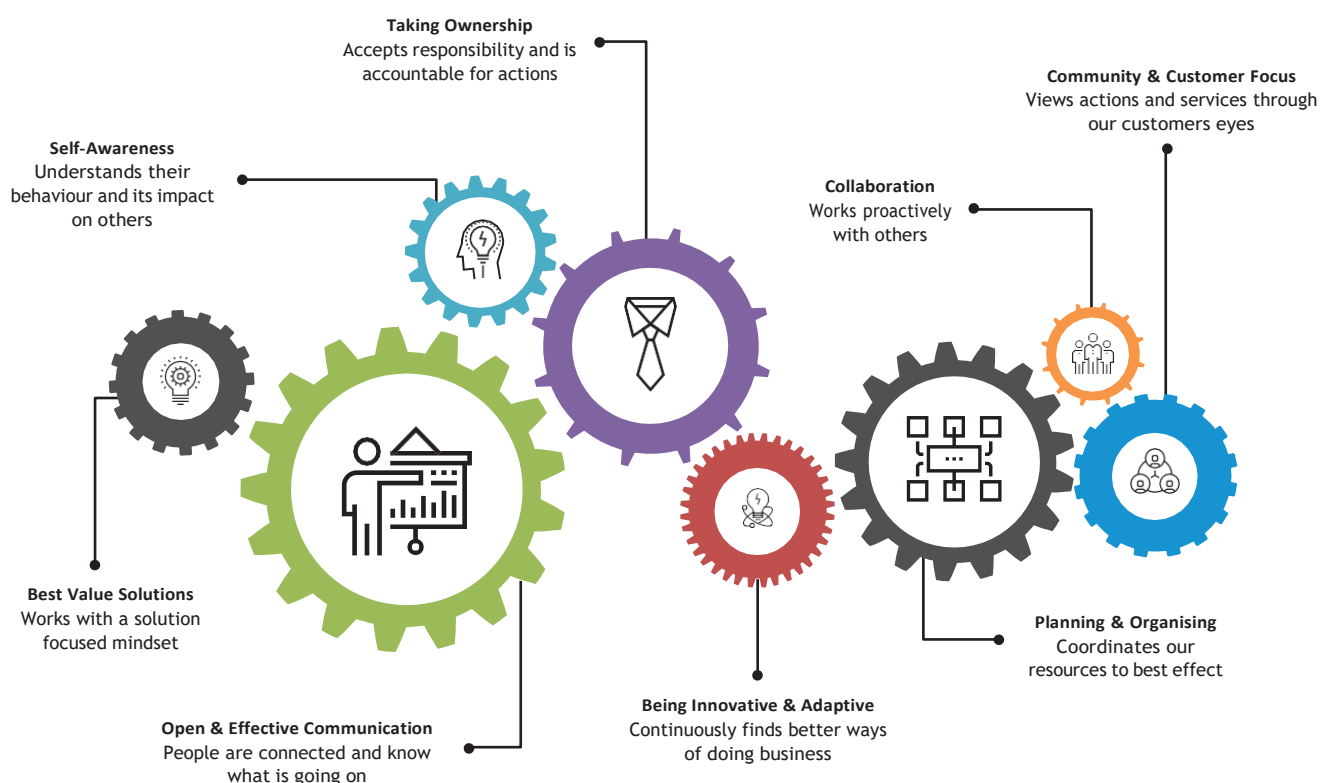
## Position Competencies

- Site Traffic Management experience
- GIS and Asset Management systems experience
- Other industry specific training, e.g. HSNO Certified Handler "Chlorine"
- Computer Aided Design, Information and Operating Systems (Graphical & Text)
- Basic to mid-level Civil Design and Draughting and Quantity Surveying
- Engineering Survey and Setouts, including the use of survey equipment (GPS, Total Station and levels)
- Strong communication skills (written and oral)
- Ability to complete tasks and projects on time and within agreed budgets.
- Ability to successfully resolve conflict
- Positive attitude and commitment towards community service
- Ability to maintain constructive working relationships with customers and colleagues
- Adaptable and self-motivated
- Ability to act impartially and retain confidences
- Pragmatic decision making ability

## This position involves:

- Travelling long distances
  - Driving work cars and four wheel drive vehicles
  - Occasionally spending periods of time away from home
  - Responding to emergency situations within and outside normal work hours
  - Office work
  - Being on call 24-7 when Transport Engineer and/or Roading Officer on leave
  - Working outside in all weather conditions
  - Entering work areas where there are likely to be significant hazards
  - Training and development via Engineering NZ Development Programme at the Emerging Professional, Member and Chartered Member level to encourage learning opportunities and professional/career development.
- In emergency situations and/or where there is a likelihood of significant hazards or harm, management plans, training and personal protective equipment and clothing are provided to eliminate, isolate or minimise as appropriate exposure to the hazard or harm.

# Core Competencies



## Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Perform other duties as required to support your team, group, and Council as a whole.

## Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

**Position Description Approved by**  
(Group Manager / Manager)

**Date**

**Position Description Accepted by**  
(Position Holder)

**Date**