



## Water Services Utilities Engineer

<b>Location</b>	Thames	
<b>Reports to</b>	Water Services Manager	
<b>Group</b>	Infrastructure	
<b>Direct Reports</b>	Nil	
<b>Financial Authority</b>	Nil	
<b>Functional Relationships</b>	<i>Internal</i> Water Services Team, Infrastructure staff, Project Delivery team, Development Engineering Team, Resource Management Planners and all of Council staff	<i>External</i> Water Services 3Waters Operations and Maintenance contractor, Contractors, consultants and suppliers. Regional Council, Taumata Arowai, elected members, members of local iwi and other stakeholders.

### Our Council

As one of the largest employers on the Coromandel Peninsula, we are proud to be Thames-Coromandel District Council.

We will provide high quality, affordable services and facilities with excellent customer service. We will maintain innovative leadership and empower our communities. We will strive to make the Coromandel Peninsula a desirable place to live, work and visit. We will **be the best**.

To achieve our vision we aim to attract, employ and support people to be their best while being guided by our core values of **respect, integrity, innovation** and **teamwork**.

### How you fit

The **Water Services Utilities Engineer** assists the Water Services Manager with the overall management of Water Services (water supply, wastewater and stormwater) assets, operational service delivery and legislative compliance as it applies to Water Services.

Key responsibilities include, development and implementation of asset management plans; professional advice for three waters technical matters; management of three waters investigation and other budgets and work programmes; addressing, monitoring and reporting of legislative compliance requirements (e.g. Resource consents, Drinking Water Quality Assurance Rules etc) across the three waters activities; relationship management of customer and stakeholder engagement; procurement of capital projects through the in-house Project Delivery team and/or external service providers; assisting with long term planning and activity reporting; acting as Engineer's Representative on 3 Waters Operational and Maintenance contract, when requested.

## Your responsibilities

Accountable for	Successful when
<b>Service Delivery</b>	<p>Agreed levels of service, objectives and statements of service performance are achieved and reviewed as required.</p> <p>Water Services Asset Management Plans are developed, maintained, implemented and updated in accordance with best practice and optimised value for Council.</p> <p>Key water services infrastructural asset development and capital works programmes are monitored and reported on with regards to time, cost and quality.</p> <p>Sound technical solutions are provided on time.</p> <p>Reporting is timely, clear, relevant and concise; against agreed key business and performance goals, out-of-line situations and planned remedial action.</p> <p>Council complies with all water services legislative and statutory requirements, and all consent conditions are met or have corrective or action plans working towards compliance.</p> <p>Council, Community Board and other reports are complete within specified timeframes.</p>
<b>Contract Management</b>	<p>The Engineer's Representative on the 3 Waters Operational and Maintenance (O&amp;M) contract, is undertaken when requested by Council. This will involve ensuring that;</p> <ul style="list-style-type: none"> <li>• The 3Waters operational contract is managed and performance is actively monitored with contractors complying with the standards, quality plans and levels of service prescribed in contract documents and within legislative compliance as it applies to Water Services.</li> <li>• Contractual issues are identified to the Water Services Manager as appropriate.</li> <li>• The Water Services Manager is assisted with implementation, contract management and negotiation strategies to ensure effective and efficient delivery of contracted services.</li> <li>• Health and Safety requirements are complied with at all times.</li> </ul> <p>Emergency Procedures Manual, programme and capability are understood and knowledge of current situation maintained during emergency events.</p> <p>Effective support is in place for liaison with regulatory agencies (e.g. Waikato Regional Council, Taumata Arowai etc.) and other stakeholders in relation to legislative compliance matters.</p> <p>The Three Waters O&amp;M Contractor is kept abreast of all current technical and compliance requirements.</p> <p>Regular audits are conducted to verify contractor performance on compliance requirements and provide written reports.</p>

	<p>Legislative compliance training programmes are developed and implemented for the Three Waters O&amp;M Contractor and TCDC three waters staff, with programmes repeated periodically to incorporate any new compliance requirements.</p>
<b>Project Management</b>	<p>Procure projects and services across the three waters activity as required.</p> <p>Assigned and agreed projects are managed effectively.</p> <p>Project briefs, tenders and contracts for capital works and asset management projects, are prepared as required.</p> <p>Effective management and reporting of project progress and expenditure is in place.</p> <p>Effective management of consultants and contractors is undertaken.</p>
<b>Technical Advice/Policy</b>	<p>Develop and manage the three waters investigation work programmes. Feed the investigation findings into the long-term planning process and / or implement necessary action when immediate resolution of an issue is required.</p> <p>Sound professional advice is provided to staff, stakeholders, elected members and contractors.</p> <p>Management and elected members receive honest, impartial and comprehensive advice on relevant water services issues.</p> <p>Sound technical advice given with regard to development engineering, and technical advice received from consultants is reviewed and robust.</p> <p>Evaluation is provided on policy options, soundness, timeliness and completeness of policy proposals put forward.</p> <p>Legislative compliance issues are identified, and corrective action plans are developed, deployed and managed through to completion.</p>
<b>Strategy and Policy</b>	<p>Effective water services strategy and policy is developed and delivered.</p> <p>Key water services issues are identified, articulated and addressed.</p> <p>Active participation is undertaken in Council, regional and district forums related to water services strategic direction.</p> <p>Water services goals that arise from the LTP, Strategic Plan and Annual Plan are implemented.</p>
<b>Relationship Management</b>	<p>Internal relationships are effectively maintained where advice is provided on three waters matters related to legal advice, guidance and documentation; to the Water Services Manager, Group Managers and other council staff.</p> <p>External relationships are professionally managed with clear communication on expectation and key stakeholders are well informed and consulted, with input and influence from Council in decision making.</p>

	<p>Cultural protocols and safety practices are observed to support initiatives, consultation and relationships with Iwi.</p>
<b>Customer Focus</b>	<p>A customer service focus is demonstrated in all interactions with internal and external customers so that the customer service focus permeates all activities, internal and external.</p> <p>Service providers carry out their work in a way that is consistent with Council policies and values.</p> <p>There is a high level of customer satisfaction with the services provided for the water service activities provided by Council.</p>
<b>Financial Management</b>	<p>Prepare and manage capital and operational budgets</p> <p>Ensure the effective and efficient use of resources.</p> <p>All requirements relating to budget set up, approval processes, monitoring, reporting and review are undertaken on time and to the required standard.</p> <p>Water Services budget outcomes are achieved, on time and within budget.</p> <p>Reports are clear, timely and concise.</p>
<b>Organisational Support</b>	<p>Knowledge and skills are shared and other staff are supported.</p> <p>Procedures, information systems and policies are documented and complied with.</p> <p>Appropriate and agreed continuous professional development is undertaken.</p> <p>Civil Defence and Emergency Management training and activities are participated in.</p> <p>Other duties may be requested by the Manager to support the business unit.</p>
<b>Health, Safety &amp; Wellbeing</b>	<p>All reasonably practicable steps are taken to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>All reasonable workplace health and safety policy and procedures are followed.</p> <p>Any reasonable instructions given are complied with.</p> <p>A personal commitment to Health, Safety and wellbeing is demonstrated, in accordance with TCDC's Health and Safety Policy.</p> <p>Support is provided, as required, to the Health &amp; Safety Team to complete hazard assessment and reporting, and incident reporting and investigation.</p>
<b>Te Tiriti o Waitangi</b>	<p>Commitment to an understanding of Te Tiriti o Waitangi is demonstrated, building a knowledge of Tikanga Māori.</p>

## About you

Honesty, Enthusiasm, Accountability, Respect and Teamwork are core competencies for staff.

A successful Water Services Utilities Engineer will need the following to succeed:

<b>Education / Training</b>	<ul style="list-style-type: none"><li>• Tertiary qualification in a Civil, or Environmental Engineering, preferably bachelor's degree.</li><li>• Current, full NZ Drivers Licence</li><li>• A project management qualification (e.g. PRINCE2) would be an advantage</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Water, wastewater and stormwater asset management and service delivery</li><li>• Provision of technical engineering advice relating to water, wastewater and stormwater.</li><li>• Monitoring and reporting of legislative compliance requirements associated with Resource Consent Conditions and the Drinking Water Quality Assurance Rules.</li><li>• Stakeholder engagement and relationship management</li><li>• Experience working for or with Local Government and awareness of the processes and requirements.</li><li>• Proven experience in the development and management of contracts for the delivery of services through external contractors.</li><li>• Good understanding of relevant legislation e.g. Public Works Act, Local Government Act, New Zealand Drinking Water Standards, Resource Management Act, Policies and Bylaws.</li><li>• Fully conversant with relevant computer software applications such as Microsoft Office Suite, CS-Vue and Wateroutlook.</li><li>• Good working knowledge of NZS3910, NZS3917, Engineering NZ short-form agreement and CCCS.</li><li>• Demonstrated experience of embedding a continuous improvement culture in business processes.</li></ul>
<b>Knowledge, skills and attributes</b>	<ul style="list-style-type: none"><li>• Solution focused, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities</li><li>• Innovative mind set, is an improvement focused team player that shows initiative and inspires commitment to achieve Council outcomes</li><li>• Strong decision making and problem-solving skills, can confidently analyse and apply key information with good judgement and takes accountability.</li><li>• Can work independently and pro-actively with good decision making and judgement.</li></ul>

I certify that I have read this position description and reasonably believe that I understand the requirements of the position. I understand that:

- a) This position description may be amended by the employer following reasonable notice to me
- b) I may be asked to perform other duties as reasonably required by the employer in accordance with the conditions of the position.

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Employee

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Date

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Employer

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Date