

Position Description

We are one exceptional team, providing outstanding customer service to our community, Grey District

Position Title

Assistant Capital Design Engineer – Water Services

Contract Type

Permanent Full Time

Date

March 2026

Location

Grey District Council, 105 Tainui Street

How we make a difference (Our Values)



Be the Customer



Think excellence



Do the right thing

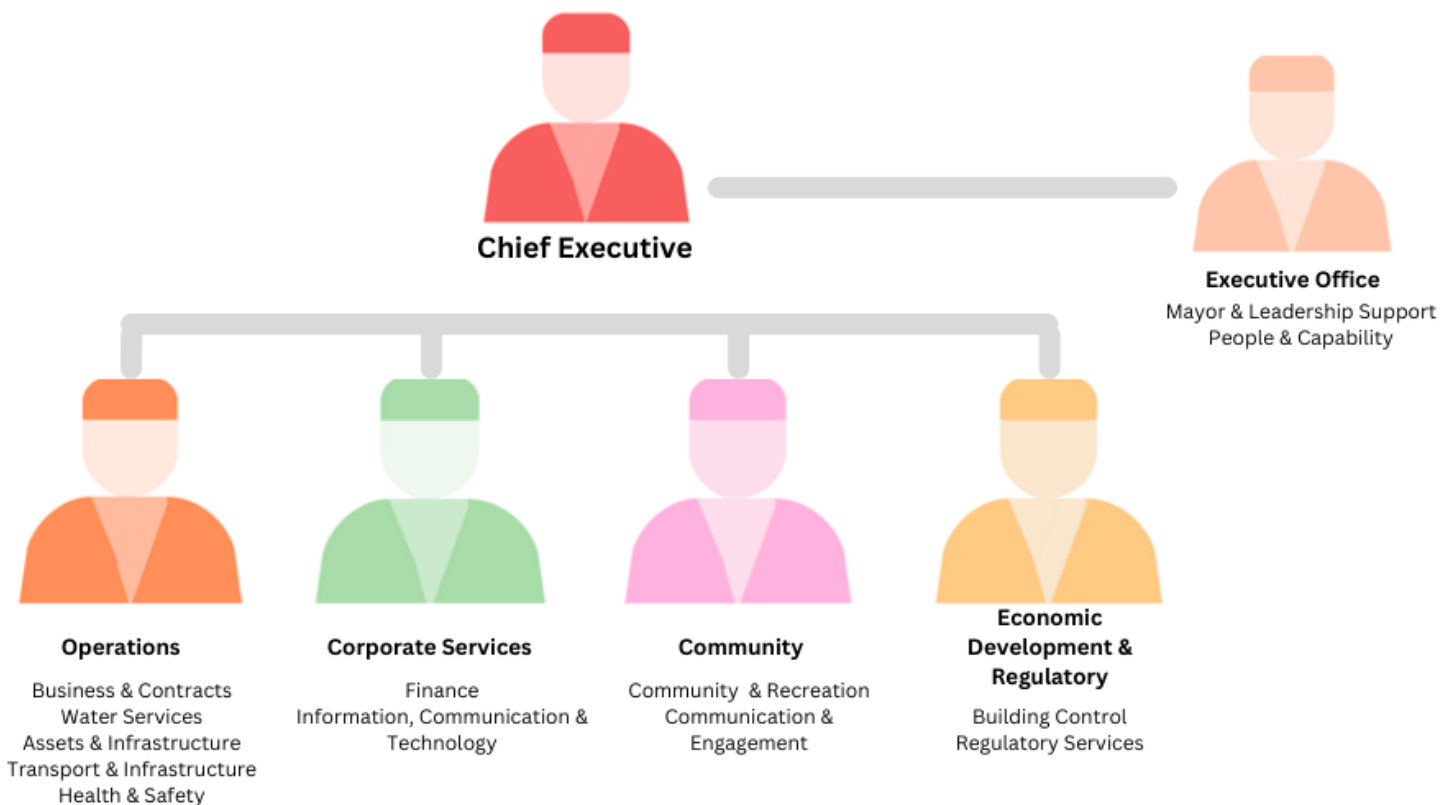


Be Integrity



Lead, together

Grey District Council Services





Purpose of Position

The Assistant Capital Design Engineer is responsible for and supports other Water Service team members with the design, planning, and delivery of capital and renewal projects within the Water Supply, Wastewater, and Stormwater (Three Waters) portfolios. The role ensures that all Annual Plan and Long-Term Plan (LTP) projects are delivered on time, within scope, and to budget while meeting Council, legislative, and industry standards.

This role works alongside other members of the Water Services team to complete engineering design. The position delivers technical reports and advice to the Water Services Manager, Group Manager, and Council and plays a key role in championing Health & Safety across all operations.

Key Relationships

Responsible to

Capital Design Engineer (Operations Group)

Responsible for

Nil

Internal

- Water Services Manager
- Water Services Team
- Operations Group Staff
- Finance Team
- Executive Leadership Team
- All Council Staff

External

- Consultants and Contractors
- Other Councils
- Other Agencies
- Government Departments
- Individuals or groups that supply services to and or use services of the Grey District Council

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)

Project Design & Technical Delivery

- Complete engineering design for Three Waters capital and renewal projects.
- Develop drawings, specifications, schedules, and cost estimates.
- Ensure designs comply with Council standards, legislation, and best-practice engineering methods and result in cost efficient solutions over the life of an asset.
- Support asset improvement by contributing to technical standards and design guidelines.
- Support construction monitoring, commissioning and handover (as-builts, O&M info).

Contract & Construction Management

- Prepare and assist to manage tender documentation, procurement processes and award recommendations.
- Manage tender queries/addenda and ensure documentation is complete, coordinated and buildable
- Assist with contractor oversight during construction to ensure compliance with specifications, drawings, and Health & Safety requirements.
- Complete site inspections and quality checks.

Reporting & Communication

- Prepare reports for the Water Services Manager, Group Manager, and Council.
- Provide accurate and timely updates to internal stakeholders and project partners.
- Liaise with consultants, contractors, regulatory agencies, and stakeholders when required.

Health, Safety & Wellbeing

- Champion Health & Safety across the Three Waters capital programme.
- Ensure Safety in Design principles are integrated in all designs.
- Monitor contractor H&S performance.
- Promote a proactive safety culture across the Operations Group, championing continuous improvement and hazard reduction.
- Ensure all incidents, hazards, and near misses are reported and investigated promptly.



Person Specification



Education / Qualifications

- Bachelor's degree in Civil Engineering or related discipline (required).
- Project management qualifications advantageous.

Position Competencies

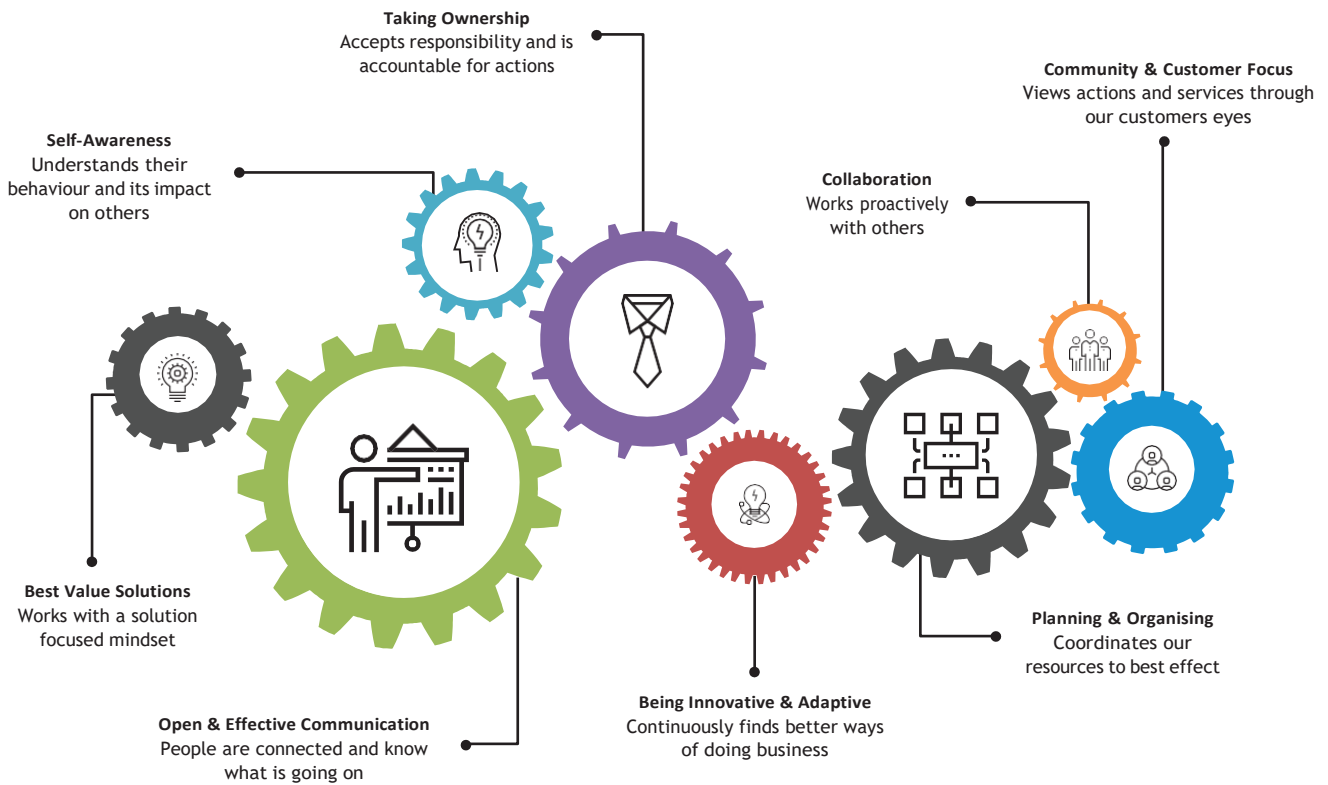
- Minimum 7 years' experience in civil engineering design.
- Experience managing capital projects and programmes.
- Strong understanding of local government processes.

Professional Competencies

- Strong technical capability in water infrastructure design and construction.
- Programme coordination and delivery assurance skills (planning, reporting, risk/issue management).
- Ability to manage contractors and lead construction oversight.
- Strong problem-solving and decision-making with a focus on safety, quality and value for money.
- Ability to communicate at a high level to a range of audiences
- Ability to work effectively and efficiently and to set and meet appropriate standards and deadlines.
- A strong team player with proven ability to work well with and interact successfully with other people.
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.
- Thorough understanding and advocacy for the principles of customer first.
- Commitment to Health & Safety excellence.



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. This position description may be amended by the employer following reasonable notice of two weeks to me.

Position Description Approved by
(Group Manager / Manager)

Date

Position Description Accepted by
(Position Holder)

Date

