

Position Description

Position Title

Water & Wastewater Manager

Location

Rangiora Service Centre – Farmers Building

Contract Type

Permanent

Date

August 2026



Department

Utilities & Roding



Unit

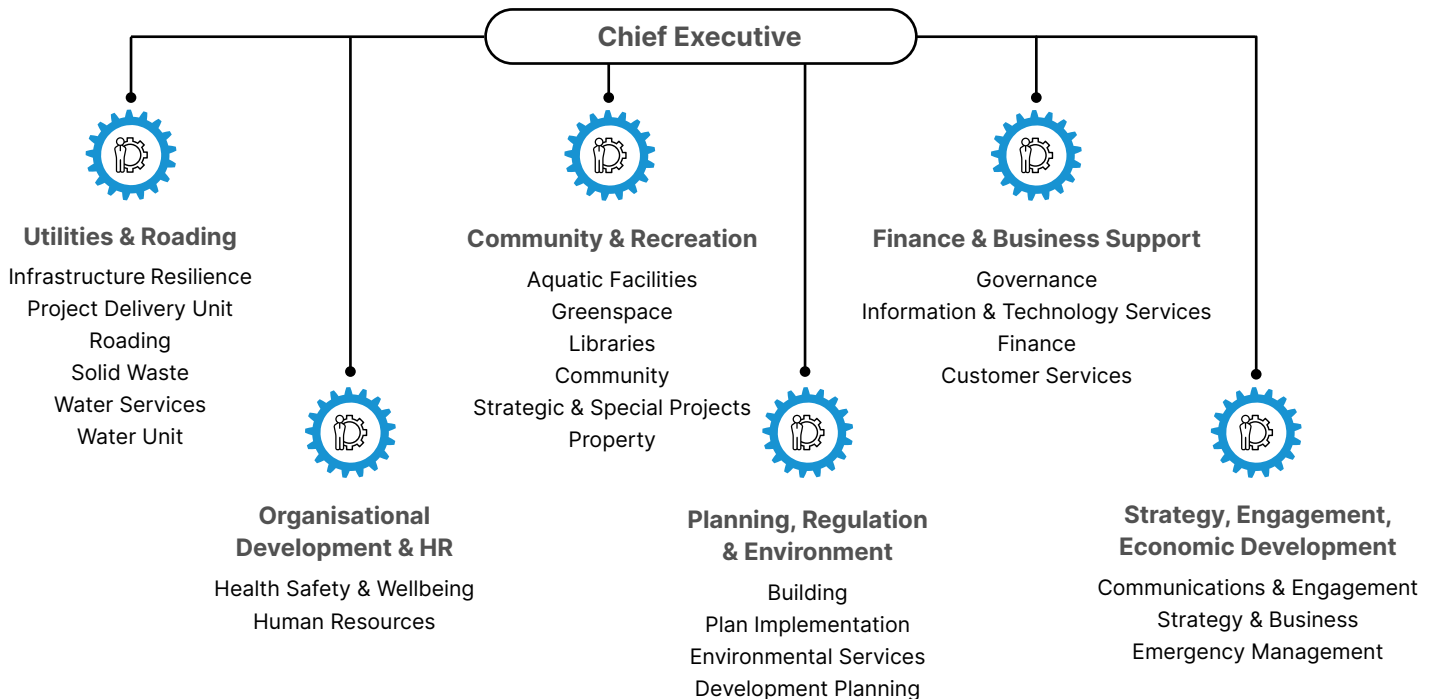
Water Services



Team

Water & Wastewater Asset

Organisation Context



Tā mātou mauri

Our principles

Our purpose

To make Waimakariri a great place to be, in partnership with our communities.

Our vision

We are a respectful, progressive team delivering value for our customers.

Our values

We will...

Act with integrity, honesty and trust

Keep you informed

Do better every day

Take responsibility

Work with you and each other

Our customer promise

We will be professional, approachable and solutions-focused.

Position Details

Purpose of Position

The purpose of this position is to:

- Manage the delivery of water supply and wastewater services to achieve long-term sustainable quality service to users in the most cost effective and competitive manner.
- To provide a safe, reliable, compliant and affordable water supply and wastewater services to the community.
- To operate, maintain and develop the public water supply and wastewater systems in an efficient and sustainable manner.
- To implement strategic management of the Council's utility services to provide a long-term strategic vision for the operation and development of utility assets.

Key Relationships

Responsible to

Water Services Manager

Responsible for

Senior WS Advisor, DW Safety and Compliance Specialist, WS Asset Analyst, Asset Management Engineer - W&WW

Internal

- General Manager, Utilities and Roading
- Water Services Manager & Water Services Staff
- Water Unit Staff & Project Delivery Unit Staff
- Chief Executive & Management Team
- Other Council staff, as required

External

- Customers / Ratepayers
- Mayor / Councillors / Community Boards
- Te Ngāi Tūāhuriri Rūnanga
- Water Services Authority - Taumata Arowai, Commerce Commission & Environment Canterbury

Is there an approved delegated authority for this role? ☒ Yes ☐ No

If yes, state limit for role \$: 25,000

If yes, is this role responsible for that budget? ☒ Yes ☐ No

Vetting Requirement (contact HR for further advice as required)

Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☐ Yes ☒ No

If yes, does this role fall under the Children's Act 2014? ☐ Yes ☒ No

If yes, this position has been identified as:

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

KPI (area of responsibility)

To provide a safe, reliable, compliant and affordable water supply and wastewater services that meets the community's needs. Achieve the appropriate balance between delivering the required level of service to the District's residents, managing the environmental and other resource management effects and providing an affordable service; Ensure that proper account of Te Mana o te Wai, tikanga Maori and the Treaty of Waitangi is taken in all Departmental activities.

Manage and develop public water supply and wastewater systems in an efficient and sustainable manner, based on sound asset management practices, to provide long term quality service to users.

Create and develop long-range plans, based on future growth projections, that will ensure the anticipated needs of the District for water supply and wastewater services are met.

Assist the Water Services Manager in providing a long term strategic vision with respect to the sustainable development, management and operation of water supply and wastewater assets. Ensure forward programmes for the maintenance and development of water supply and wastewater services are developed and implemented. Ensure quality targets for water supply and wastewater services are met.

Oversee the delivery of the water supply and wastewater capital works programmes, including engaging and giving direction to internal staff and consultants engaged to deliver the capital works programme.

Take a lead role in taking ownership, commissioning and vesting new assets from new developments and capital works.

Have strategic overview of long term service levels, greenfield & infill developments, climate change strategies and contribute to the Utilities & Roading department's strategic direction.

To work with the subdivisions team to assess the impact of development on the Council's water and wastewater systems, and assist in the preparation of appropriate consent conditions.

Measure (successful when)

Satisfied customers as measured by complaints and the annual customer survey.

Services provided achieve the performance measures in the Annual Plan / Long Term Plan and Activity Management Plans.

Effective partnership with tangata whenua as provided for by the Charter of Understanding.

The Water Services Strategy, Annual Budget, Strategic Asset Management Plan, Asset Management Plan and Investment & Delivery Plan are successfully approved and implemented.

Strategic plans for District development approved by the Council incorporate appropriate water supply and wastewater planning, with support and alignment with other infrastructure.

A Water Services Strategy is developed and adopted by Council.

Annual programmes are agreed with the Water Services Manager and General Manager Utilities & Roading. These programmes are up to date and monitored at least monthly. Compliance with drinking water standards, resource consents, performance standards and measures, and levels of services as reported in the Annual Report, Council policies and bylaws.

Delivery of the capital works programme within project timescales and budgets.

All new water supply and wastewater assets are capitalised at the end of the financial year.

Future strategies for utilities are integrated with the wider drivers in the District. Including support and alignment with stormwater and drainage

Efficient and structured extension of water supply and wastewater services.

Key Result Areas Continued

KPI (area of responsibility)

Take responsibility for preparing budgets, setting of development contributions and ensuring that subsequent water supply and wastewater services expenditure is within approved allocations.

Take a lead role in the update and implementation of key strategic documents including the Council's Water Services Strategy, asset management plans, the relevant bylaws and associated policies, the Engineering Code of Practice, and service level agreements and term maintenance contracts.

Consult with the Project Delivery Unit and other consultants to ensure full and adequate technical input into water supply and wastewater services activities.

Ensure all contractors and consultants working on water supply and wastewater activities carry out their duties in a diligent, courteous and considerate manner.

Oversee the management of service requests with assistance from the Water Operations Team Leader to:

- Provide advice to the public on water supply and wastewater service matters, where possible.
- Ensure that all water supply and wastewater related service requests are appropriately actioned within the required timeframes.

To assist the Utilities and Roading department to be prepared for emergencies.

To take part in Civil Defence training programmes and exercises as required.

Respond to natural events, including weather and seismic events throughout the District, assist in the development of an appropriate response and implement the agreed actions.

Advise the Water Services Manager / Manager Utilities & Roading on water supply and wastewater services matters and prepare reports as requested.

Additional duties as may be delegated by the Water Services Manager and Manager Utilities & Roading from time to time.

Measure (successful when)

Adequate funding allocated for approved activities. Fair and reasonable share of servicing costs paid by developers. Actual expenditure does not exceed budgeted limits.

Service levels and strategic documents align with the Council's long-term goals for the district. Key strategic documents are successfully implemented. Adoption of clear, concise and relevant bylaws, policies and guidelines by the Council.

Good working relationships with consultants.

Technically sound systems.

Contractors reflect our principles of Ta Matou Mauri.

Regular availability and accessibility to the public.

Responses are respectful and within agreed timeframes.

Practical, user friendly lifeline, disaster response and business continuity plans are in place.

An ability to assist effectively in a Civil Defence emergency. Council's response to natural events is well coordinated from a Water Services perspective.

Active participation in response action.

Prompt, professional advice and reporting, when requested or necessary.

Person Specification

Education/Qualifications

Minimum requirement for the role:

Applied/Honours/Conjoint Degree (eg: CA, BSc, BCom, LLB, BN)

University Specified Degree

Specifications and/or further information:

- Holds a degree in civil engineering or related engineering or science degree.
- Registration as a Chartered Professional Engineer under the Chartered Professional Engineers of New Zealand Act 2002 preferable.
- Holds a full Driver's License.

Knowledge/Experience

Minimum requirement for the role:

10-11 years

Needs to draw on extensive specialised experience normally gained through professional qualifications and significant post graduate experience.

Further information:

- Broad understanding of civil and water engineering, and asset management systems, principles and techniques.
- Strong leadership of Water Services operations with a focus on service delivery, compliance, and relevant legislation.
- Knowledge and experience operating in Local Government is preferable.

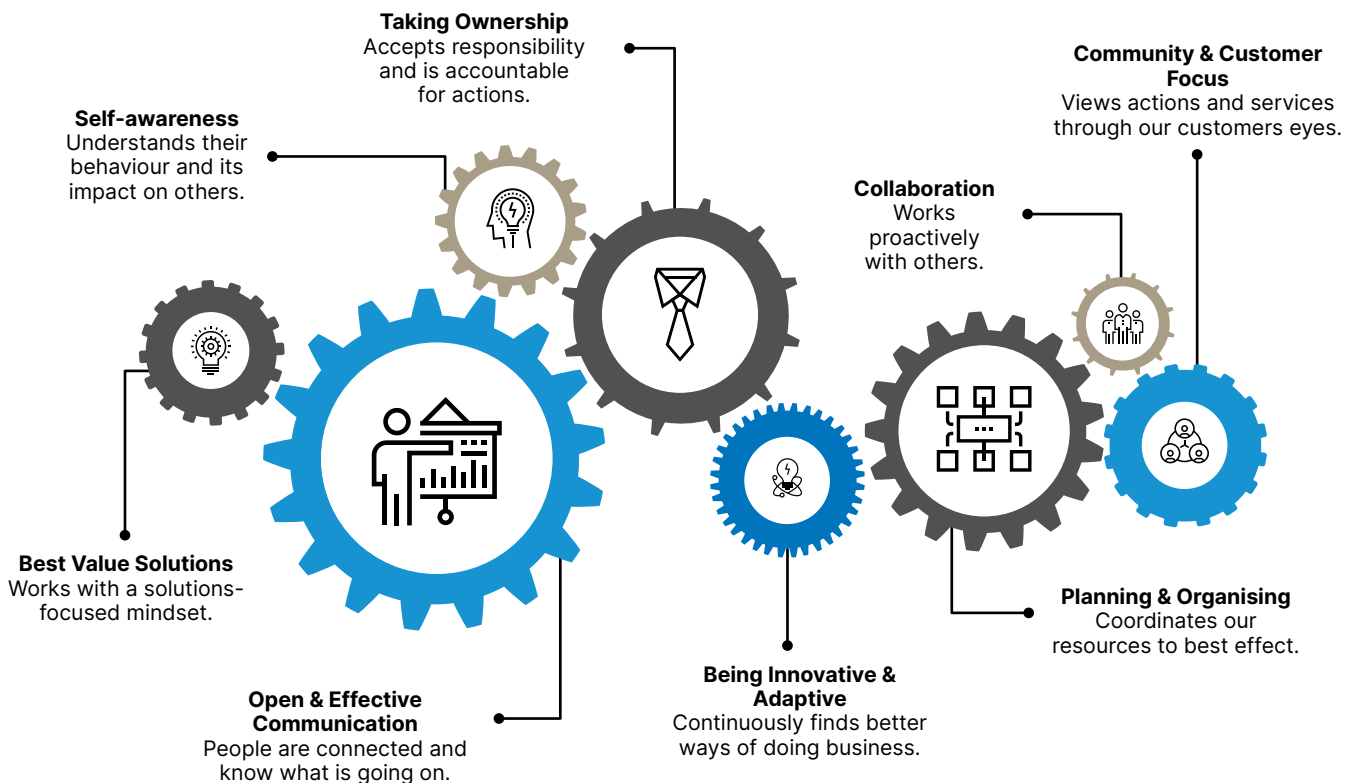
Attributes

- Displays high levels of emotional intelligence and self-awareness.
- High level of integrity, honesty and trust with the ability to remain professional in difficult situations.
- Displays a well-developed strategic and intellectual capacity that nurtures creativity and innovation.
- Operates in a way that fosters commitment and passion and will inspire others to action.
- Displays sound decision-making capabilities and takes accountability for results within their own area.
- A pragmatic and solution-focused approach to problem solving.
- Manages situations requiring diplomacy, empathy, fairness, firmness and sound judgment.
- Uses initiative, discretion and judgment within established procedures, guidelines and rules.

Skills

- Excellent staff leadership skills which encourage empowerment, responsibility, and accountability.
- Outstanding interpersonal relationship building, coaching and employee development skills.
- Good listening skills, with the ability to show empathy and remain professional at all times.
- Good communication & presentation skills, and the ability to deliver a clear & concise message in all forms of media.
- Ability to prepare accurate budgets and control expenditure, as well as
- Ability to programme and undertake forward planning.
- Defines problems; establishes facts and draws valid conclusions.
- Capable of operating in an electronic environment and able to utilise core information and reporting systems.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (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.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

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

Kalley Simpson

Date

19/08/2026