



CLUTHA DISTRICT COUNCIL

Three Waters Engineering Manager

Do you have a background in water services engineering, a passion for leadership, and a commitment to excellence? Join us at Clutha District Council to drive meaningful improvements in our water infrastructure.

About Us:

At Clutha District Council, we are committed to empowering our community to thrive while preserving our spaces for future generations. We believe in creating a workplace where everyone feels valued, supported, and confident in their roles.

About the Clutha District:

The Clutha District, spanning over 6,700 square kilometres in the lower South Island, offers breathtaking scenery from coast to mountains. Enjoy a relaxed lifestyle, affordable housing, and a friendly community, fostering an ideal work-life balance. Conveniently located near Central Otago and Dunedin, with its international airport and university, and bordered by the stunning Catlins, renowned for its waterfalls, wildlife, rainforest, and surf-worthy beaches.

Role Overview:

As the Three Waters Engineering Manager at Clutha District Council, you will be responsible for managing the planned operations and maintenance activities while implementing a range of capital projects that enhance compliance and health and safety. You will lead a team of Operations Project Engineers and Maintenance Planners, guiding them to deliver high-quality results. Additionally, you will provide essential technical water resource expertise to the wider Three Waters team and contribute to Three Waters development engineering.

Key Requirements:

- B. Eng. or equivalent Washington Accord Degree or significant experience to provide equivalent technical skills
- 10+ years' experience in the water services industry
- Experience in team leadership or a strong aspiration to lead a team
- Project/Contractor management experience
- High level of computer literacy, particularly with spreadsheets and financial monitoring
- Strong commitment to customer service excellence and effective communication

Why Join Us?

- Opportunity to make a meaningful impact in your community
- Supportive and inclusive work environment
- Great work-life balance
- Ongoing professional development and training opportunities

If this role sounds like what you're looking for, we'd love to hear from you!

We will be assessing applications as they are received, so apply now!



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For confidential enquiries	Please contact Linda Till, Head of Three Waters (linda.till@cluthadc.govt.nz) ph. +03 262 2022
Vacancy closes	Monday 23rd September 2024
Package	Up to \$135,474 per annum gross, dependent on relevant experience, skills and qualifications plus relocation
To apply	<p>Go to https://cluthadc.recruitment.co.nz/ where you can complete an application form and upload your CV and covering letter. Or you can send a hardcopy to: Vacancy, Clutha District Council, PO Box 25, Balclutha 9240</p> <p>Please go to www.cluthadc.govt.nz for information about the Clutha District and this council.</p>
Privacy Act Provisions	The information you provide on your application for employment will be collected and held by the Clutha District Council. This is collected for the purpose of assessing your suitability for employment by the Clutha District Council, which may include subsequent changes in employment with the Council, and to meet Council's information requirements as a potential employer. You have a right of access to personal information held by the Council and may seek correction of such information to ensure accuracy.
Vacancy Process	<ul style="list-style-type: none">• All applications will be acknowledged to the email address provided in your application.• After the closing date, relevant staff will shortlist the applicants for the interview process.• We really like to read your cover letter - an incomplete application is less likely to lead to success.• Those applicants selected for interview will be contacted by us to arrange a date/time.• If you are selected for an interview, be prepared to sign police vetting form authorizing the Clutha District Council to seek a police report on you.• We will notify unsuccessful applicants at an appropriate stage of the recruitment process. We are not obliged to provide a reason why you were not successful with your application.• All applicants <u>must</u> currently be legally entitled to work in New Zealand.

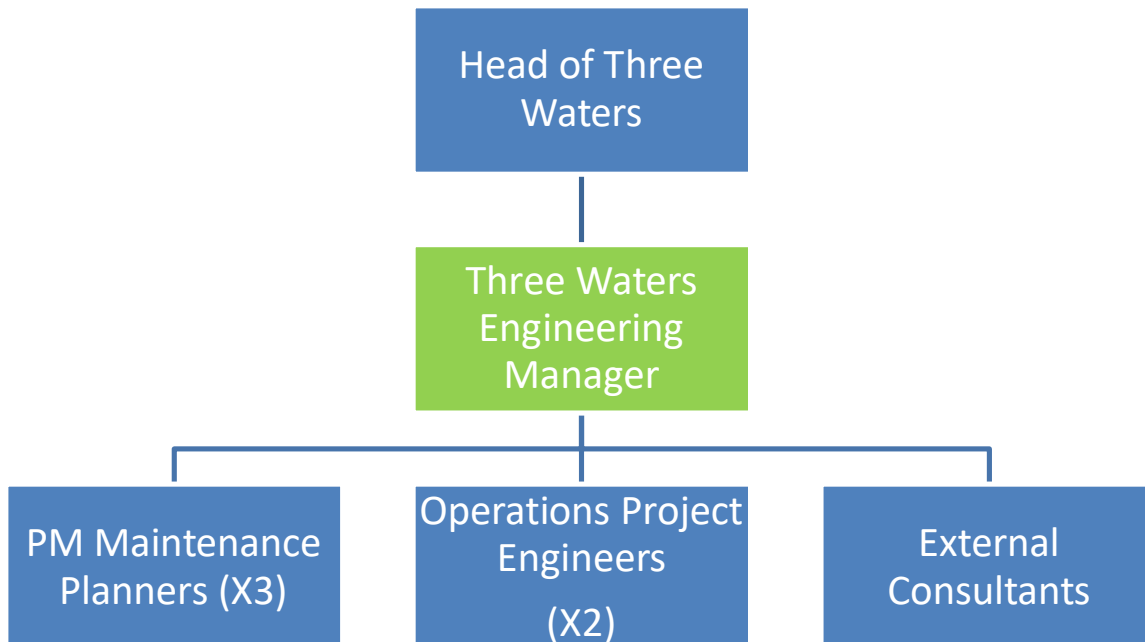


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Job Description

Job Title	Three Waters Engineering Manager
Date	August 2024
M Files	907200
Department	Three Waters
Team	Engineering
Location	Balclutha with a variety of work at other Council premises and activities within and around the Clutha District.
Employment Period	Permanent
Hours of Work	Full Time (Minimum of 37.5 hours/week)
Responsible to	Head of Three Waters
Responsible for	Operations Project Engineers (2x) Maintenance Planners (3x) External Consultants
Job Summary and Purpose	To manage the planned operations maintenance activity and implement a range of capital projects to drive improvements in compliance and health and safety; to provide a technical water resource to the wider Three Waters team and contribute to Three Waters development engineering.

ORGANISATIONAL CONTEXT





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KEY RESULT AREAS

- *Team Leadership*
- *Engineering & Project Delivery*
- *Business Management*
- *Operations Planning & Technical Support*
- *Improvement Planning Delivery*
- *Business Improvement*

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – <i>Team Leadership</i>	Measures
<ul style="list-style-type: none"> • Health and Safety: Encourage a positive team culture toward health and safety and ensure that the team adheres to Council's health and safety policies and processes. 	<ul style="list-style-type: none"> • Health and Safety is considered at the commencement of all meetings. • A strong commitment and culture toward health and safety is evident among the team. • Support and monitor the team to meet Council's health and safety objectives as set from time to time. • Support team members who are the subject of a health and safety incident by: <ul style="list-style-type: none"> - Provision of appropriate support to affected team member/s within 24 hours of the incident occurring. • Investigation of serious incidents involving the team, as appropriate.
<ul style="list-style-type: none"> • Maintaining a team environment that fosters and develops effective working relationships and high performance. 	<ul style="list-style-type: none"> • Personnel policies are observed, and human resources process implemented on time to standard (no sustained personal grievances).
<ul style="list-style-type: none"> • Ensuring direct reports are coached, mentored, and effectively managed (including recruitment, retention, performance management and training and development). 	<ul style="list-style-type: none"> • Feedback from staff is positive.
<ul style="list-style-type: none"> • Ensuring communications regarding corporate direction and priorities are consistently conveyed to staff in a timely manner. 	<ul style="list-style-type: none"> • Staff are aware of corporate direction and priorities.
<ul style="list-style-type: none"> • Ensuring that 'public' information about activities is current and available. 	<ul style="list-style-type: none"> • Currency and appropriateness of material held on website, intranet, printed material, and other approved media.
<ul style="list-style-type: none"> • Building a strong and effective team capable of providing services of the highest quality. 	<ul style="list-style-type: none"> • Team members have the resources to enable them to meet their own responsibilities and performance measures. • Team is competent, motivated, and professional, performing efficiently and effectively.



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Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – Team Leadership	Measures
<ul style="list-style-type: none"> Monitoring the performance and workloads of direct reports and staff members to ensure that objectives are met. 	<ul style="list-style-type: none"> Individual performance management processes are implemented on time and to standard, and variances managed.

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – Engineering & Project Delivery	MEASURES
<ul style="list-style-type: none"> Manage minor capital projects and approved work programme on Three Waters assets, meeting approved budgets 	<ul style="list-style-type: none"> Be responsible for the management of minor capital work project delivery, and major capital works projects undertaken as delegated.
<ul style="list-style-type: none"> Provide technical advice on Three Waters. 	<ul style="list-style-type: none"> Ensure provision of technical support and troubleshooting to Three Waters Operations Team and Project Management Team as required.
<ul style="list-style-type: none"> Monitor and improve Three Waters services, systems and processes. 	<ul style="list-style-type: none"> Support Operations Team management to improve the accuracy and efficiency of operations by reviewing processes on a regular basis and comparing them with industry best practice. Continually monitor and review risks and opportunities for continuous improvement and recommend actions accordingly.
<ul style="list-style-type: none"> Contribute to Long Term Planning. 	<ul style="list-style-type: none"> Three Waters technical support provided to Asset Management Engineering.
<ul style="list-style-type: none"> Contribute to Development Engineering. 	<ul style="list-style-type: none"> Three Waters technical support to Development Engineering function and Environmental Planning and Compliance Team. Provide advice and guidance to staff who are assessing applications.

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – Planning Operations and Maintenance	MEASURES
<ul style="list-style-type: none"> Manage the Planning Operations and Maintenance Team. 	<ul style="list-style-type: none"> Custodian of the maintenance planning processes and systems, both planned/preventative and reactive. Report on the programmes of preventative maintenance carried out and whether reactive maintenance is attended to in a timely manner. Defects are reported promptly through the asset management system.



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Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – <i>Planning Operations and Maintenance</i>	MEASURES
	<ul style="list-style-type: none"> Asset management is improved over time and reactive works reduce accordingly. Effective workflow, process and system integration across the Water Services Team and broader CDC, e.g. integrating repair work with asset database. Compile and/or assist in compiling maintenance contracts for Three Waters. Develop and/or assist in developing critical spares lists. Timely distribution of work requests for action, to meet DIA measures and Council KPIs. Measurement of customer satisfaction as determined in the resident's survey; service request analysis report etc.
<ul style="list-style-type: none"> Integrate works management with asset management 	<ul style="list-style-type: none"> Align the Planning Operations and Maintenance Team's activities with the Asset Management Engineering Team's activities.

Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – <i>Business Management</i>	MEASURES
<ul style="list-style-type: none"> Managing the approved work programme, meeting the financial targets agreed in consultation with management and optimising the utilisation of resources. 	<ul style="list-style-type: none"> Conform to all business planning, management and reporting standards and requirements (Performance Monitoring Framework).
<ul style="list-style-type: none"> Providing advice on the implications of operational policy, plans, discussion documents and policies of other agencies and government bodies, and of proposed legislative changes relevant to the activity. 	<ul style="list-style-type: none"> Timely, clear, relevant, and concise reporting against agreed key business and performance goals, out of line situations and planned remedial action – no surprises (LTP and Corporate Plan).
<ul style="list-style-type: none"> Contributing to any strategic reviews related to accountabilities and the annual and long-term planning (including financial resource requirements) for the Department. 	<ul style="list-style-type: none"> Conform to all business planning, management and reporting standards and requirements, and provide strategic input to meet process requirements where accountability required (Performance Monitoring Framework). Programmes and services are kept under review, changing requirements continue to be met and productivity and efficiency continue to improve (evidential).



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Job Holder Is Accountable For	Performance Standard
KEY RESULT AREA – <i>Business Management</i>	MEASURES
<ul style="list-style-type: none"> Managing the financial budget for the activity, to ensure expenditure is within approved allocation. 	<ul style="list-style-type: none"> Risk Management Register (to be developed) is maintained and no loss due to managerial inaction.
<ul style="list-style-type: none"> Continually monitoring and reviewing 'risk' associated with management accountabilities and recommending remedial action accordingly. 	<ul style="list-style-type: none"> Balanced evaluation of operational policy options and soundness, timeliness and completeness of policy/discussion documents presented to the Head of Activity (evidential).
<ul style="list-style-type: none"> Continually monitoring and improving systems, methods, efficiency, and the quality of services provided to customers. To ensure future demands on the team are anticipated and planned for where possible. 	<ul style="list-style-type: none"> No sustained legal challenges (evidential). Measurement of customer satisfaction as determined in the residents' survey, service request analysis report etc. No surprises.

Note that the above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance development process.

WORK COMPLEXITY

Most challenging duties typically undertaken, or most complex problems solved:

- Management of team/contractor performance and recognition of high achievement.
- Management of two functionally distinct teams.
- Assessment and analysis of Three Waters technical data: Operational; Engineering; and Maintenance.

FINANCIAL RESPONSIBILITIES

THE JOB HOLDER DOES NOT CONTROL A BUDGET	
Maximum delegated expenditure that may be spent without reference to manager	<ul style="list-style-type: none"> \$25,000

Delegated authorities are in accordance with the Clutha District Council Delegations Manual, which may be amended from time to time by the Clutha District Council.

PERSON SPECIFICATION

Technical/Professional Qualifications/Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> B. Eng. or equivalent Washington Accord Degree or significant experience to provide equivalent technical skills. 	<ul style="list-style-type: none"> CPEng Status.
<ul style="list-style-type: none"> 10+ years' experience in the water services industry. 	<ul style="list-style-type: none"> General civil engineering experience across a variety of asset types.
<ul style="list-style-type: none"> Project/Contractor management experience. 	<ul style="list-style-type: none"> Project Planning experience.



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Technical/Professional Qualifications/Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> High level of computer literacy particularly spreadsheets, programme and financial monitoring, and ability to learn and use Council's various electronic systems. 	

Knowledge/Skills and Attributes	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Working knowledge of Resource Consent and DWQAR requirements associated with water compliance activities. 	<ul style="list-style-type: none"> Ability to gain knowledge and understanding of new water regulations and to be able to interpret the associated compliance requirements.
<ul style="list-style-type: none"> Current, full motorcar/light motor vehicle drivers' licence. 	
<ul style="list-style-type: none"> Genuinely committed to providing customer service excellence. 	
<ul style="list-style-type: none"> High level of literacy and numeracy and competent report and letter writing skills. 	<ul style="list-style-type: none"> Experience in producing reports.
<ul style="list-style-type: none"> Ability to work independently, use initiative to collaborate with contractors and others involved in consent monitoring, sampling, and analyses. 	<ul style="list-style-type: none"> Working knowledge of resource consents associated with water supply, wastewater treatment, and stormwater management.
<ul style="list-style-type: none"> Liaise effectively and efficiently with others in a friendly manner and can deal courteously with everyone. 	
<ul style="list-style-type: none"> Ability to build positive working relationships with colleagues. 	
<ul style="list-style-type: none"> Ability to maintain confidentiality. 	
<ul style="list-style-type: none"> Enthusiastic, energetic, and self-motivated. 	
<ul style="list-style-type: none"> Well presented, professional image. 	

KEY RELATIONSHIPS

EXTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none"> Government and non-government agencies. 	<ul style="list-style-type: none"> Liaison regarding operational improvement matters e.g., DWQAR and ORC consent data.
<ul style="list-style-type: none"> Other territorial local authorities and regional councils. 	<ul style="list-style-type: none"> Liaison regarding operational matters and consent activities.
<ul style="list-style-type: none"> Tangata Whenua/ Iwi / Public / Stakeholders/customers. 	<ul style="list-style-type: none"> A wide variety and range of operational and customer service interactions.
<ul style="list-style-type: none"> Service Providers. 	<ul style="list-style-type: none"> Enquiries/applications and liaison.



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EXTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none">Community groups and organisations.	<ul style="list-style-type: none">A wide range of operational and customer service interactions.
<ul style="list-style-type: none">Contractors and consultants	<ul style="list-style-type: none">Providing specifications and job instructions; review of financial claims; providing timely feedback on performance against requirements
INTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none">Three Waters Operations Team.	<ul style="list-style-type: none">Ongoing and integrated operational coordination and involvement.
<ul style="list-style-type: none">Infrastructure Strategy and Delivery Team.	<ul style="list-style-type: none">Feedback into planning, policy and capital works programmes and delivery.
<ul style="list-style-type: none">Building and Regulatory Team.	<ul style="list-style-type: none">Feedback into planning and processing applications for water and wastewater connections.
<ul style="list-style-type: none">Executive Management Team.	<ul style="list-style-type: none">Co-ordinate and provide responses for specific customer services enquiries.
<ul style="list-style-type: none">All staff.	<ul style="list-style-type: none">Courteous response to enquiries.

ORGANISATIONAL BEHAVIOURS

CDC Purpose Statement (why we exist/why we are needed):

“To empower our community to thrive and look after our spaces for future generations”.

Cultural Vision Statement (the type of workplace employees want to have):

“CDC is a safe and enjoyable place to work where everyone feels valued, supported and confident in their role”.

Values Statements (the principles that guide behaviour and decision-making):

Empathy: *We have empathy and treat people with respect.*

Inclusion: *We are inclusive of different cultures, perspectives and experiences.*

Openness: *We are respectfully honest and share knowledge and information.*

Integrity: *We do the right thing and speak up when we see the wrong thing.*

Therefore, when working for CDC we expect our people to:

Be open, inclusive, have empathy and do the right thing



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HEALTH AND SAFETY

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying workplace hazards, and using appropriate safety equipment.
- Managers are responsible for implementing and promoting the management responsibilities as described in any Clutha District Council Health and Safety plans, policies, and processes.

COUNCIL INFORMATION

- All employees must actively demonstrate commitment to the various management systems and processes that are adopted and used by the Clutha District Council, for example the Electronic Document Records Management System (EDRMS), accounting systems, workflow management, asset management system and others.

EMERGENCY RESPONSE

Under the Civil Defence Act 2002, all territorial local authorities (TLA's) are required to have trained staff ready to respond to civil defence emergencies at a local level. You may be assigned a specific civil defence role or be co-opted to assist during a civil defence emergency event. You may be required to:

- Undergo training for a civil defence role.
- Take part in exercises as required.
- Work within and/or outside of normal hours (at time of an event)
- Work in another TLA if required (at time of an event).