



## Position Description – Surface Water Operations Engineer

**This position reports to:** Surface Water Lead

**Career Level:** 17

**Position purpose:** As a member of the Water Services Delivery Team, the Surface Water Operations Engineer is responsible for supporting the management of the surface water portfolio including day to day Stormwater, Land Drainage and Water Race activities.

The Surface Water Operations Engineer will oversee Council's operational surface water activities including response to flooding and emergency events, and provide technical guidance on surface water activities including the treatment and provision of safe compliant stormwater discharges and flooding hazard across the district.

### The functional areas of responsibility include:

#### Operational Delivery

- Enable the delivery, development and operations of the Selwyn District stormwater, land drainage and stock water race operations. Working closely with Council's nominated contractors to provide technical advice for the delivery of surface water services across the district as well as leading improvement works for better efficiency and effectiveness in surface water schemes.
- Ensuring works carried out on the schemes meet operational parameters including SDC's Engineering Code of Practice and industry best practice, as well as operable plans and resource management act requirements. Implement operational management plans such as stormwater management plans.
- Undertaking audits of operational and construction works completed by Council's contractors to make sure works are being completed to the required time, cost and quality.
- Input and review engineering plans with other areas of Council such as Development Engineering, Transportation and Building Consents.
- Provide technical support to contractor investigations and authorise maintenance works and renewals proposed by the Contractor.
- Manage delivery of operational projects, ensuring correct contract processes are followed.
- Develop processes and procedures for all activities relating to Surface Waters.
- Assisting with development into Asset Management and Operational Management Plans including encouraging improvements and new ideas into the operation of the surface water schemes.

#### External & Internal Stakeholder Engagement

- The assessment and approval customer requests to alter Council networks e.g. connections, abstractions, relocations, closures, planting etc.
- Manage escalated customer queries relating to surface water schemes.
- Manage the operations of the Surface Water portfolio to a high-quality standard meeting Council's customer and level of service expectations.
- Provide quality advice, expertise information and input to inform key stakeholders, both internal and external on relevant issues as required.
- Assist with updating the knowledge database held by Customer Services as and when required.

#### Financial Management

- Managing the delivery of operational works within the Surface Water portfolio to allocated budgets

#### Reporting & Documentation

- Provide regular information and reporting of Surface Water activities through to Surface Water Lead and other key stakeholders

#### Emergency Management

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- The management of Surface Water operational response and activities prior to, during and after flood events, including wider support during adverse weather events. Planning ahead for extreme weather events, leading and guiding operations with the Network Management Contractor.
- Taking part in the review and implementation of Emergency Management Planning in relation to Surface Water Activities.

Direct reports: 0

Indirect reports: 0

## Deliverables

### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

### Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

### People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

### Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

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**Emergency Management requirements for all Council Staff**

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.  
Required assistance may include:
  - Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
  - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
  - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

**Authorities**

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

**Skills and Experience**

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 5 years' experience working with Surface Water assets such as waterways, culverts, land drainage networks, stock water reticulation, storm water wetlands etc.</li> <li>• Experience and understanding of standard agricultural practices, and the role Council's services has supporting these industries</li> <li>• Understanding of various legislation including the Resource Management Act, Local Government Act Water Services Bill</li> <li>• Experience of Stormwater Management Plans, Water Quality Monitoring Plans and consent criteria monitoring requirements</li> <li>• Experience in collating data for reporting purposes</li> <li>• Experience working in a local government environment</li> <li>• Excellent customer/client management skills including facilitating between parties with different objectives and diffusing conflict</li> <li>• Demonstrates an understanding of how one issue may be a part of a much larger system</li> <li>• Ability to review engineering plans/designs against consent, code of practice and good practice requirements</li> <li>• Experience managing finances and budgets</li> <li>• Experience in Local Authority and consent conditions management</li> <li>• Experience of the Reginal Council requirements and consenting process</li> <li>• Understanding of RMA requirements and resource consents</li> <li>• Experience managing contractors</li> <li>• Analyses numerical data, verbal data and all other sources of information</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of water quality sampling and monitoring and sampling requirements</li> <li>• Understanding of management of assets including maintenance and whole of life costs</li> <li>• Experience in flood hydrology modelling</li> <li>• Management of customers from the farming and irrigation sector</li> <li>• Experience in database management, sampling results documentation and reporting</li> <li>• Demonstrates an understanding of how one issue may be a part of a much larger system</li> <li>• Knowledge or experience with agricultural practices such as Spraying, Irrigation and Stockwater supply</li> <li>• Knowledge of local government budgeting and procurement policies and practices</li> <li>• Knowledge of asset data systems and management frameworks</li> </ul>

## Key relationships

External	Internal	Committees/groups
Council customers and Selwyn residents	Infrastructure and Property Team	Committees of Council
Te Taumutu Rūnanga	Elected Councillors	Business organisations and networks
Te Ngāi Tūāhuriri Rūnanga	Elected Community Board Members	Special interest groups and committees
External contractors	Customer Services Centre	
Territorial and Regional Authorities	Digital and Information Services	
Taumata Arowai	Council Management and Staff	
Non-government agencies	Finance Team	

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"><li>Bachelor of Engineering or other Environmental related degree or equivalent</li></ul>	

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.