



## **Asset Manager- 3 Waters**

**We are seeking a tech-savvy and collaborative professional to join our Infrastructure Strategy and Delivery team as an Asset Manager – 3 Waters.**

### **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 kilometers 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.

### **About the Role:**

As Asset Manager – 3 Waters, you'll work within the Infrastructure Strategy and Delivery team to embed, promote, and continually improve the asset management systems, processes, documentation, programmes and technology within the 3 Waters activities (drinking water, wastewater, stormwater).

You'll work closely with the Senior Asset Management Engineer and other teams to develop and implement strategic plans, including forward works programs and asset management plans. Your expertise will help identify and prioritise renewal and capital works projects, ensure compliance with regulations, and drive continuous improvement in asset management practices.

### **About You:**

Key skills and qualifications include:

- NZDipEng (Civil) or a relevant tertiary qualification (a bachelor's degree is desirable)
- 2–5 years' experience in asset management within Three Waters
- Strong technical skills, including familiarity with databases and Microsoft Office Suite
- Excellent communication and time management abilities
- A full current NZ driver's license
- Experience in local government and knowledge of Asset Databases advantageous

### **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!*



# CLUTHA DISTRICT COUNCIL

## VACANCY DETAILS

### For confidential enquiries

Please contact Niko Trbuhovic, Senior Asset Management Engineer- 3 Waters, 03 262 2924, [niko.trbuhovic@cluthadc.govt.nz](mailto:niko.trbuhovic@cluthadc.govt.nz)

### Vacancy closes

Wednesday 15<sup>th</sup> January 2024

### Salary

Up to \$85,000 (full-time equivalent) per annum gross, dependent on relevant qualifications, experience and skills.

### To apply

Go to <https://cluthadc.recruitmenthub.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

Please go to [www.cluthadc.govt.nz](http://www.cluthadc.govt.nz) for information about the Clutha District and this council.

### 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

- 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 a 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 must currently be legally entitled to work in New Zealand**



**CLUTHA DISTRICT COUNCIL**

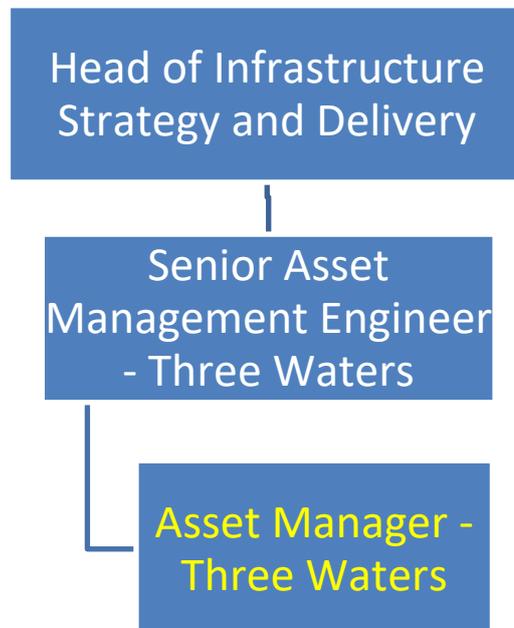


# CLUTHA DISTRICT COUNCIL

## Job Description

Job Title	<b>Asset Manager – Three Waters</b>
Date	November 2024
M Files	920145
Department	Infrastructure Strategy and Delivery
Location	Based at the offices of the Clutha District Council, 1 Rosebank Terrace, Balclutha with possible occasional 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	Senior Asset Management Engineer – 3 Waters
Responsible for	N/A
Job Summary and Purpose	This role is to embed, promote, and continually improve the asset management systems, processes, documentation, programmes and technology within the 3 Waters activities (drinking water, wastewater, stormwater).

### ORGANISATIONAL CONTEXT





## KEY RESULT AREAS

- *Business Management*
- *Strategic Asset Management*

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA - BUSINESS MANAGEMENT</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>• Contributing to any strategic reviews related to accountabilities and the annual and long-term planning (including financial resource requirements) for the Activity.</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Programmes and services are kept under review, changing requirements continue to be met and productivity and efficiency continue to improve (evidential).</li> </ul>
<ul style="list-style-type: none"> <li>• Continually monitoring and reviewing 'risk' associated with management accountabilities and recommending remedial action accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Management Register (to be developed) is maintained. no loss due to managerial inaction.</li> <li>• Balanced evaluation of operational policy options and soundness, timeliness and completeness of policy/discussion documents presented to the Senior Asset Management Engineer – 3 Waters (evidential).</li> </ul>
<ul style="list-style-type: none"> <li>• Continually monitoring and improving systems, methods, efficiency and the quality of services provided to customers.</li> </ul>	<ul style="list-style-type: none"> <li>• No sustained legal challenges (evidential).</li> <li>• Measurement of customer satisfaction as determined in the residents' survey, service request analysis report etc.</li> <li>• No surprises.</li> </ul>

Job Holder Is Accountable For	Performance Standard
<b>KEY RESULT AREA - STRATEGIC ASSET MANAGEMENT</b>	<b>MEASURES</b>
<ul style="list-style-type: none"> <li>• Develop and deliver leading asset management principles and strategies to maximise the efficiency and value of assets within 3 Waters categories:               <ul style="list-style-type: none"> <li>➢ Drinking Water</li> <li>➢ Stormwater</li> <li>➢ Wastewater</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Management of professional service providers to undertake investigations and feasibility studies as required.</li> <li>• Early adoption of new approaches and technologies, and continuously improving asset management practices.</li> </ul>
<ul style="list-style-type: none"> <li>• Plan, develop and implement the Forward Works Programme for all council-owned 3-Waters assets, including water supply, wastewater, and stormwater systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify required renewal works through asset condition assessments and prioritise renewals based on criticality, risk, compliance standards, risk management principles and alignment with council objectives and budgets.</li> </ul>



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<ul style="list-style-type: none"> <li>Identify capital works projects in conjunction with the Project Management Team and Operations teams with appropriate supporting information.</li> </ul>	<ul style="list-style-type: none"> <li>Capital projects are identified, and business case information is provided to ensure projects will meet Councils strategies and objectives.</li> </ul>
<ul style="list-style-type: none"> <li>Work with the Senior Asset Management Engineer to develop and deliver Activity Management Plans, Asset Management Plans with the for all Councils 3-Waters asset areas.</li> </ul>	<ul style="list-style-type: none"> <li>Activity Management Plans and Asset Management Plans are developed and implemented to ensure sustainable and coordinated services are delivered that meet agreed levels of service into the future.</li> </ul>
<ul style="list-style-type: none"> <li>Assist the Senior Asset Management Engineer in the preparation, development, and implementation of Water Service Delivery Plans (WSDPs) to ensure efficient, sustainable, and compliant water services in alignment with national and regional requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the development of WSDPs by providing accurate data, insights from asset condition assessments, and recommendations for improvements. Ensure the plans align with regulatory requirements, council objectives, and long-term service delivery goals.</li> </ul>
<ul style="list-style-type: none"> <li>Assist with the planning and budget development processes for the Long-Term Plan, Annual Plan and 30-year Infrastructure Strategy.</li> </ul>	<ul style="list-style-type: none"> <li>Information for key corporate business planning documents is delivered on time and to an appropriate standard.</li> </ul>
<ul style="list-style-type: none"> <li>Monitor and review of Infrastructure Strategy and Delivery Asset Management 3 Waters Data Base performance measures.</li> </ul>	<ul style="list-style-type: none"> <li>Performance measures are monitored, and variances are highlighted and discussed with relevant team member.</li> <li>Systems are developed and in place for key performance measures for Annual plan and Long-Term Plan reporting.</li> <li>Ensure 3-Waters Data Standard is communicated to the operational and contract delivery teams.</li> <li>Ensure asset inventory information is up to date, accurate and includes condition assessments.</li> <li>As-built data is collected, reviewed for accuracy and uploaded to the Council's asset database.</li> </ul>
<ul style="list-style-type: none"> <li>Provide advice to the Senior Asset Management Engineer – 3 Waters 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 3 Waters activity.</li> </ul>	<ul style="list-style-type: none"> <li>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).</li> </ul>
<ul style="list-style-type: none"> <li>Provide technical advice to the Planning and Regulatory Services and Building and Regulatory Services teams as they process resource and building consents.</li> </ul>	<ul style="list-style-type: none"> <li>Timely, clear, relevant and concise advice is provided to ensure consents comply with legislative requirements and the proposed work is in accordance with the Council's Engineering Code of Practice or NZS4404.</li> </ul>
<ul style="list-style-type: none"> <li>Contribute to any strategic reviews related to accountabilities and the annual and long-term planning (including financial resource requirements) for the Department.</li> </ul>	<ul style="list-style-type: none"> <li>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).</li> <li>Programmes and services are kept under review, changing requirements continue to be met and</li> </ul>



# CLUTHA DISTRICT COUNCIL

	productivity and efficiency continue to improve (evidential).
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*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:

- Drafting and development of the 3-Waters Forward Works Program
- Ontime delivery of Asset Management Plans/Activity Management Plans
- Assisting with Water Service Delivery Plans
- Driving and insisting upon consistent Asset Management Excellence
- Monitor asset valuation process and assessment of annual capitalization of assets – 3 Waters
- Identifying and implementing solutions to issues/problems

## 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"> <li>• TBC</li> </ul>
<i>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.</i>	

## PERSON SPECIFICATION

Technical/Professional Qualifications/Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• NZDipEng (Civil) qualification or relevant tertiary level engineering.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree (engineering).</li> <li>• Related asset management industry qualifications.</li> </ul>
<ul style="list-style-type: none"> <li>• 2-5 years' experience in Asset Management – 3 Waters.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in Local Government.</li> </ul>
<ul style="list-style-type: none"> <li>• A full current NZ drivers licence.</li> </ul>	
<ul style="list-style-type: none"> <li>• Computer literacy with competence in ... (eg Microsoft suite, databases, cloud-based programmes etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Asset Databases.</li> </ul>
<ul style="list-style-type: none"> <li>• Able to work as part of a team and autonomously.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to manage and deliver in an environment that could be high pressure and rapidly changing.</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent communication skills – oral and written.</li> </ul>	



Technical/Professional Qualifications/Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Excellent time management.</li> </ul>	
<ul style="list-style-type: none"> <li>• Relate well to people of all ages, backgrounds and ethnicities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Customer focused.</li> </ul>	
<ul style="list-style-type: none"> <li>• Maintains confidentiality and impartiality at all times.</li> </ul>	

## KEY RELATIONSHIPS

EXTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none"> <li>• Government and non government agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaison regarding Current and Future Asset Needs.</li> </ul>
<ul style="list-style-type: none"> <li>• Other territorial local authorities, regional councils and other asset owners.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaison regarding current and future Asset needs inclusive of the relevant consent requirements eg Otago Regional Council.</li> </ul>
<ul style="list-style-type: none"> <li>• Tangata Whenua/Iwi/Stakeholders/Customers Ratepayers and Residents/Community Groups.</li> </ul>	<ul style="list-style-type: none"> <li>• A wide range of customer service interactions in relation to Asset Management.</li> </ul>
INTERNAL	PURPOSE OF CONTACT WITH THIS PERSON/S
<ul style="list-style-type: none"> <li>• Council and community board members.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information and support as required.</li> </ul>
<ul style="list-style-type: none"> <li>• Chief Executive.</li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordinate and provide responses for specific customer services enquiries.</li> </ul>
<ul style="list-style-type: none"> <li>• Management Team.</li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordinate and provide responses for specific customer services enquiries.</li> </ul>
<ul style="list-style-type: none"> <li>• Infrastructure Strategy and Delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback into planning, policy and capital works programmes and delivery.</li> </ul>
<ul style="list-style-type: none"> <li>• All managers and staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Courteous response to enquiries.</li> </ul>

## ORGANISATIONAL BEHAVIOURS

CLUTHA DISTRICT COUNCIL 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):

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



# CLUTHA DISTRICT COUNCIL

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](#)

## HEALTH AND SAFETY

- All employees have a responsibility to work towards keeping a safe and healthy work environment by practicing safe work methods, identifying work place 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 etc.

## 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 generally 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).