

POSITION DETAILS

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| TITLE | Reticulation Service Person – Water, Wastewater and Stormwater |
| REPORTS TO | Team Leader Three Waters Operations |
| LOCATION | Operations Depot, Te Tahī Street, Whakatane |
| DATE | September 2020 |
| DIRECT REPORTS | Nil |
| FINANCIAL DELEGATION | Nil |

PURPOSE OF POSITION

The Reticulation Service Person position is responsible for efficient and effective maintenance and operation of the District water supply, waste water and drainage systems. As part of a dedicated small team, the role will also provide an after-hours service for emergency repairs or support services on a rostered basis.

KEY ACCOUNTABILITIES

| KEY RESULT AREAS | EXPECTED OUTCOMES / PERFORMANCE INDICATORS |
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| VALUES | The best interests of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role. |
| OPERATIONS AND MAINTENANCE | <p><i>Reticulation Maintenance</i></p> <p>Maintain the integrity of the public water supply, sewer and stormwater reticulation assets as required, ensuring all work is performed in an efficient, professional manner to meet Council and community needs and reflect sector best practice. Including but not limited to:</p> <ul style="list-style-type: none"> - Regular and timely reporting on completion of works, condition of assets including provision of samples as directed, and any issues or works which cannot be repaired immediately including electrical, mechanical, structural etc. - Check service valves, air valves, scour valves, water meters, backflow preventers etc. and report any repairs undertaken or required. - Aim to achieve lower than 5% recalls owing to poor workmanship, i.e. less than 1 out of 20. - Undertake water sampling and reading of meters as required. <p><i>Reservoir Operation and Maintenance</i></p> <p>Reservoirs are maintained to ensure they are fully operational and the integrity of the public water supply system is maintained. Including but not limited to:</p> <ul style="list-style-type: none"> - Regular and timely reporting on completion of ladders, structure and repair works, condition of assets, condition of access tracks and any issues. - Drain and clean/disinfect as directed. - Inspect internally for foreign bodies/contaminants. - Check that all valves function correctly. - Ensure maintenance of associated grounds. - Sampling of reservoirs undertaken when required. - Regular and timely inspection, including access tracks. |

Sewer Pump Station Operation

Pump stations are maintained to ensure ongoing efficient operation with maintenance performed to ensure pump faults and blockages are cleared. Including but not limited to:

- Wet and dry wells are cleaned and maintained in good operating condition.
- Ensure maintenance of associated grounds.
- Report vandalism and make repairs where necessary.
- Repair and service sewer station structural and mechanical components as directed by supervisor.
- Regular and timely reporting on condition of condition of assets, and any issues or concerns.

Trade Waste Inspection

Investigate discharges from commercial premises as required.

- Ensure that private pre-treatment devices are cleaned and maintained, and are operating correctly.
- Regular reporting on condition and functionality of pre-treatment devices, and if / where device is creating reticulation issues.
- Liaise with contractors to ensure pre-treatment devices (such as grease traps) are cleaned regularly or as directed.

Wastewater Treatment Pond Operations

Support Wastewater Treatment Plant Operators to maintain optimum efficiency of all wastewater treatment operations, including but not limited to:

- Preliminary screening equipment is maintained, cleaned and serviced.
- Dissolved oxygen levels are measured and recorded.
- Obvious solid materials are removed from ponds.
- Screenings bin are monitored, and contractors notified when emptying/removal is required.
- All weirs and pumping intake screens are cleared of vegetation and floating foreign debris, ensuring this is removed from site and disposed of appropriately.
- Immediately report any signs of blue/green algae.
- Observe operation and integrity of all wastewater treatment assets and report any issues immediately.
- Access road / track regularly inspected and any concerns reported immediately.
- Wastewater sampling undertaken as required.

Stormwater Maintenance

Ensure the efficient operation and maintenance of all storm water assets, including but not limited to:

- Inspect condition, service and clear debris and encroaching vegetation from screens and remove from site.
- Report any damage or blockage to Supervisor immediately.
- Maintain sides of drains including weed-eating and clearing of any obstructions from within the drains that may restrict the flow.

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| | <ul style="list-style-type: none"> - Liaise with contractors to ensure petrol, oil or sediment traps are cleaned regularly or as directed. - Investigate sources of pollution into the stormwater system. - Liaise with enforcement staff to stop/prevent pollution. - Report any poorly operating traps or drains. <p>Pump Maintenance</p> <p>Ensure the efficient operation and maintenance of pumps.</p> <ul style="list-style-type: none"> - Run pumps on manual and check for faults, clear any faults then reset to Automatic. - Report any non-repaired faults. - Use electrical lock-out to isolate pumps during maintenance. - Assist fitter with maintenance and or installation/removal of pumps as requested/directed. <p>Council utilities assets are well maintained and operational, with all works carried out in accordance with the current Engineering Code of Practice, manufacturer's specifications, regulatory requirements and relevant operating procedures.</p> <p>Issues or deficiencies with existing standard operating procedures are reported</p> <p>Administration duties are provided efficiently and effectively as required, including but not limited to:</p> <ul style="list-style-type: none"> - Use of Council systems (including phone and/or tablet etc.) to receive and report on progress of repairs, asset condition and new work request tasks. - Utilise Council work allocation system to efficiently obtain pending work requests. - Maintain an accurate record of work tasks undertaken and their progress.. <p>New innovations are identified for ongoing system improvement</p> |
| <p>RELATIONSHIP MANAGEMENT</p> | <p>Internal relationships are effectively managed and maintained where advice and support is provided to all staff on operations and maintenance, as required.</p> <p>Key stakeholders and customers receive high quality responses to feedback or correspondence in a timely manner that consistently reflect Council's objectives to promote the Whakatāne District.</p> <p>Requests relating to Public Safety are prioritised, with all requests for service addressed within appropriate timeframes as per the current Council service levels.</p> <p>Cultural protocols and safety practices are observed to support initiatives, consultation and relationships with Iwi.</p> |

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| HEALTH, SAFETY AND WELLBEING | <p>Council's documentation and procedures are understood and implemented to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>All work-related hazards, incidents and accidents are accurately reported and any follow up corrective actions are implemented.</p> <p>Support is provided, as required, to the Senior Health, Safety & Wellbeing Advisor to complete internal audits, assessments and investigations.</p> <p>Health and Safety training is regularly attended and certification, as required, is current.</p> <p>Active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p> |
| ADDITIONAL DUTIES | <p>Attend relevant training as required to ensure all qualifications to meet regulations required for delivery of the role are obtained, including but not limited to:</p> <ul style="list-style-type: none"> - STMS requirements - Confined space - Working at Height - HIAB operation <p>Complete duties that may be required including flexibility of hours, as appropriate, to ensure completion of priority work.</p> |

KEY RELATIONSHIPS

| EXTERNAL | INTERNAL |
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| <ul style="list-style-type: none"> ▪ Contractors ▪ Regional / Local Councils ▪ General Public ▪ Professional Service Providers ▪ Key stakeholders, as appropriate | <ul style="list-style-type: none"> ▪ Council elected members ▪ All staff |

PERSON SPECIFICATION

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| QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP | <p>National Certificate in Water Reticulation or the commitment to complete this qualification.</p> <p>Current heavy truck licence, WTR licence, and current class 2 machine licence.</p> <p>Current STMS or the commitment to complete this qualification.</p> |
| HEALTH AND EXPERIENCE | <p>Demonstrated experience of the type of work required in the position, including drain laying, concrete work, painting, machine operation, manual labour is desirable.</p> <p>Physically fitness to a level able to cope with manual work with no current or previous medical conditions which would impact on the ability to effectively and efficiently perform the duties described in this job description.</p> |

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| KNOWLEDGE, SKILLS AND ATTRIBUTES | <p>High attention to detail, excellent time management, process focussed with strong emphasis on accuracy and continuous improvement.</p> <p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Excellent decision making and problem-solving ability, can confidently analyse and apply key information with good judgement and takes accountability.</p> |
| OVERALL | <p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Able to work rostered standby duties, currently on a three-weekly rotation including public holidays.</p> <p>Full current drivers licence.</p> |

I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature

Date



OUR VISION AND VALUES

*Tō tātau matakiteinga
me ngā wāriutanga*

OUR VISION *Ngā matakiteinga*

 **Better Together**
Toitū te Kotahitanga

WHAKATĀUKI

Hūtia te rito o te harakeke,
kei hea te kōmako e kō, kī mai ki ahau.
He aha te mea nui o te ao, māku e kī atu,
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where
will the bellbird sing? If you ask me what is the
most important thing in the world
I will tell you, it is people, it is people, it is people.*

We put **people** at the
heart of everything we do
Toitū te Tangata!

- We value relationships
- We think of others
- We listen to understand
- We value our differences

We work as **one team**
Toitū te Mahi Tahi!

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

We are always **learning**
and **improving**
Toitū te Taumata!

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

We care about
our **environment**
Toitū te Taiao!

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

We are **passionate**
and **proud**
Toitū te Mauri Ora!

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together