



## CLUTHA DISTRICT COUNCIL

# Contract Supervisor- Waste Management

**Ready to make a difference? Join Clutha District Council as a Contracts Supervisor - Waste Management, where you'll ensure our waste management services run smoothly while championing sustainability and fostering community engagement.**

### **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.

### **About the Role:**

As the Contracts Supervisor-Waste Management, you will be responsible for overseeing and managing our solid waste contracts to ensure services are delivered efficiently and to the highest standards. You'll work closely with contractors, conducting audits, monitoring performance, and driving continuous improvements in waste management services across the district.

### **Key Requirements:**

- Experience in waste management, environmental services, or a related field, demonstrating strong skills in contractor management.
- Exceptional communication and interpersonal skills, fostering positive relationships with diverse stakeholders.
- Current Class 1 Licence.
- Results-oriented, with a proven ability to meet targets and deadlines.
- Passionate about delivering high-quality customer service.
- Experience in local government is a plus.

### **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 Jason Foster, Head of Infrastructure Operations ([jason.foster@cluthadc.govt.nz](mailto:jason.foster@cluthadc.govt.nz)) ph. 03 419 0214
- Vacancy closes** Thursday 13<sup>th</sup> February 2025
- Package** Up to \$86,320 per annum gross, dependent on relevant experience, skills and qualifications plus relocation
- To apply** 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
- 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 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

## Job Description

|                                |  |
|--------------------------------|--|
| <b>Job Title</b>               | <b>Contracts Supervisor Waste Management</b>   |
| <b>Date</b>                    | January 2024   |
| <b>M Files</b>                 | 883475   |
| <b>Department</b>              | Infrastructure Operations Department   |
| <b>Location</b>                | 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        |
| <b>Employment Period</b>       | Permanent  |
| <b>Hours of Work</b>           | Full Time (minimum of 37.5 hours/week)   |
| <b>Responsible to</b>          | Head of Infrastructure Operations  |
| <b>Job Summary and Purpose</b> | Responsible to assist in the auditing and quality control of contracts for Council's Solid Waste Management contract, including performance and expenditure monitoring and to administer the contract. |

### ORGANISATIONAL CONTEXT





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## KEY RESULT AREAS

- Be part of the Infrastructure Operations Department providing customer focused services in accordance with Council Policy, Annual Plan and Activity Management Plans.
- Customer Services
- Contracts Management. Solid Waste contract: To audit, coordinate, monitor and manage a range of contractors employed to undertake maintenance and minor capital works for Council.

| Job Holder Is Accountable For   | Performance Standard  |
|---|---|
| KEY RESULT AREA – <i>Be part of the Infrastructure Operations Department providing customer focused services in accordance with Council Policy, Annual Plan and Activity Management Plans</i>   | Measures  |
| <ul style="list-style-type: none"> <li>• Team membership.</li> </ul>  | <ul style="list-style-type: none"> <li>• Excellent communication.</li> <li>• Regular attendance at team and contractor meetings.</li> <li>• Liaison and good relationships are maintained with other Council teams and departments.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Be familiar with Council policies, standards, local government resource management, other legislation and standards that pertain to the services for which the position is responsible.</li> </ul> | <ul style="list-style-type: none"> <li>• Adherence to policy, procedures, standards and legislation.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Attend to any other tasks that may be required from time to time.</li> </ul>   | <ul style="list-style-type: none"> <li>• Willing to take on more responsibility.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• To provide feedback &amp; input into asset management planning, including future maintenance and capital works programmes.</li> </ul>  | <ul style="list-style-type: none"> <li>• Future works programmes are integrated and address future requirements to meet levels of service targets.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Demonstrate passion for the environment and community engagement.</li> </ul>   | <ul style="list-style-type: none"> <li>• Be passionate about environmental sustainability and deeply committed to engaging our SUSTAI.</li> <li>• Lead the charge in educating residents, building partnerships, and fostering enthusiasm for recycling and reuse initiatives.</li> </ul> |

| Job Holder Is Accountable For   | Performance Standard  |
|---|---|
| KEY RESULT AREA - <i>Customer Services</i>  | MEASURES  |
| <ul style="list-style-type: none"> <li>• To respond promptly to all customer enquiries, complaints and requests for asset data or information on activities.</li> </ul> | <ul style="list-style-type: none"> <li>• Enquiries and complaints are responded to in a timely, courteous and non-bureaucratic manner.</li> <li>• Well researched, accurate responses in accordance with Council policies and contract standards.</li> <li>• Customers are advised the outcome of their enquiry, complaint or request.</li> <li>• Conduct/appearance always presents Council in a positive light.</li> <li>• Measurement of customer satisfaction as</li> </ul> |



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| Job Holder Is Accountable For                     | Performance Standard   |
|---|--|
| <b>KEY RESULT AREA - <i>Customer Services</i></b> | <b>MEASURES</b>  |
|   | determined in the Resident's Survey; service request analysis report etc. and no reasonable complaints from customers are sustained. |

| Job Holder Is Accountable For   | Performance Standard   |
|---|--|
| <b>Key Result Area – <i>Contract Management: Solid Waste Contracts: To audit, monitor and manage a range of contractors employed to undertake maintenance and minor capital works for Council.</i></b>                          | <b>MEASURES</b>  |
| <ul style="list-style-type: none"> <li>• Collaborative Contract Supervision.</li> </ul>   | <ul style="list-style-type: none"> <li>• Contractor delivers on their promises.</li> <li>• A collaborative partnership and a positive relationship is built with contractors.</li> <li>• Clear communication and problem-solving skills will be instrumental in navigating any challenges collaboratively and building trust.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• To audit the performance of contactors against performance criteria ensuring their work is too standard and is correctly scheduled and completed according to the contract.</li> </ul> | <ul style="list-style-type: none"> <li>• Regular reports on contractors' performance are prepared in an agreed and collaborative manner.</li> <li>• Contractors are advised in a timely manner of corrective action needed to meet the performance requirements of the contact.</li> <li>• Any issues regarding budget exceedances or areas of risk are identified and highlighted to management.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Audit of inspections.</li> </ul>   | <ul style="list-style-type: none"> <li>• Audit completed contract delivered inspections to check that the expected dispatches (faults) were logged and that all details were recorded in accordance with any guides, data standards and good practice.</li> <li>• Ensure that enough auditing is completed each month to support the contract performance metrics and / or reporting.</li> </ul>             |
| <ul style="list-style-type: none"> <li>• Data-driven decision making</li> </ul>   | <ul style="list-style-type: none"> <li>• Data is collected for a variety of waste metrics and analysed to identify trends and areas for improvement.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Review and approval of contractor programs.</li> </ul>   | <ul style="list-style-type: none"> <li>• Contractors programs are approved in a timely manner and are within delegated budgets.</li> <li>• Take ownership that the programme, includes the right scope and extent of works.</li> </ul>   |



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| Job Holder Is Accountable For  | Performance Standard  |
|--|---|
| <b>Key Result Area – Contract Management: Solid Waste Contracts:</b> <i>To audit, monitor and manage a range of contractors employed to undertake maintenance and minor capital works for Council.</i> | <b>MEASURES</b>   |
| <ul style="list-style-type: none"> <li>• Work Quality Records.</li> </ul>  | <ul style="list-style-type: none"> <li>• Track and follow-up the supply of quality records from suppliers, as set out in the relevant contracts.</li> <li>• Ensure records are loaded into the correct document system or into RAMM following good practice.</li> </ul>                       |
| <ul style="list-style-type: none"> <li>• Audit of completed works.</li> </ul>  | <ul style="list-style-type: none"> <li>• Audit executed works to be compliant to agreed standards, including routine, programmed and project works.</li> <li>• Ensure that enough auditing is completed each month to support the contract performance metrics and / or reporting.</li> </ul> |

*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:

- *Assessment and analysis of technical data to ensure compliance with the complicated and multi-faceted requirements related to solid waste activities.*
- *Oversee, monitor and undertake contract audits with respect to techniques, best practice and health and safety systems.*
- *Use knowledge of contract procedures and evidence to assess and make recommendations or advise on variations and contract claims to the Engineer to the Contract.*
- *Audit completed work that was agreed for repair.*

## 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>• To authorise contract payments within approved delegated budgets and contract prices.</li> <li>• To authorise one-off payments within delegated budgets – up to \$25,000</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

| <b>Technical/Professional Qualifications/Experience</b>  |  |
|--|--|
| <b>ESSENTIAL</b>   | <b>DESIRABLE</b>   |
| <ul style="list-style-type: none"> <li>• Solid, practical experience in civil engineering or solid waste. Ideally five years but three demonstrable, substantial years of experience may be considered.</li> </ul> | <ul style="list-style-type: none"> <li>• Ideally you may have an NZ Diploma in Civil Engineering, but this is not essential.</li> <li>• Some experience or exposure to local government engineering or contracting environments would be ideal.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Current Class 1 Licence.</li> </ul>   |  |

| <b>Knowledge/Skills and Attributes</b>   |                  |
|--|------------------|
| <b>ESSENTIAL</b>   | <b>DESIRABLE</b> |
| <ul style="list-style-type: none"> <li>• Ability to meet targets and work to deadlines.</li> </ul>                 |                  |
| <ul style="list-style-type: none"> <li>• Committed to providing high quality customer services.</li> </ul>         |                  |
| <ul style="list-style-type: none"> <li>• Competent writing, numeracy and letter drafting skills.</li> </ul>        |                  |
| <ul style="list-style-type: none"> <li>• Computer literate.</li> </ul>   |                  |
| <ul style="list-style-type: none"> <li>• Solid communication skills, in person, telephone and by email.</li> </ul> |                  |
| <ul style="list-style-type: none"> <li>• Enthusiastic, energetic, friendly and self-motivated.</li> </ul>          |                  |
| <ul style="list-style-type: none"> <li>• Well presented, professional image.</li> </ul>                            |                  |
| <ul style="list-style-type: none"> <li>• Productive, result orientated.</li> </ul>                                 |                  |
| <ul style="list-style-type: none"> <li>• Attention to detail.</li> </ul>   |                  |
| <ul style="list-style-type: none"> <li>• Methodical thinker.</li> </ul>  |                  |
| <ul style="list-style-type: none"> <li>• Able to work as part of a team and individually.</li> </ul>               |                  |
| <ul style="list-style-type: none"> <li>• Flexible.</li> </ul>  |                  |



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## 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 operational matters e.g. Ministry for the Environment, community boards etc.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Other territorial local authorities and regional councils.</li> </ul> | <ul style="list-style-type: none"> <li>Liaison regarding operational matters and consent activities.</li> </ul>                                    |
| <ul style="list-style-type: none"> <li>Tangata Whenua/ Iwi / Public / Stakeholders/customers.</li> </ul>     | <ul style="list-style-type: none"> <li>A wide variety range of operational and customer service interactions.</li> </ul>                           |
| <ul style="list-style-type: none"> <li>Service Providers.</li> </ul>   | <ul style="list-style-type: none"> <li>Enquiries/applications and liaison.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Community groups and organisations.</li> </ul>                        | <ul style="list-style-type: none"> <li>A wide range of operational and customer service interactions.</li> </ul>                                   |
| INTERNAL   | PURPOSE OF CONTACT WITH THIS PERSON  |
| <ul style="list-style-type: none"> <li>Infrastructure Operations Department.</li> </ul>                      | <ul style="list-style-type: none"> <li>Ongoing and integrated operational co-ordination and involvement</li> </ul>                                 |
| <ul style="list-style-type: none"> <li>Infrastructure Strategy and Delivery Department.</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>Executive 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>All staff.</li> </ul>   | <ul style="list-style-type: none"> <li>Response to operations enquiries and especially advice regarding development engineering issues.</li> </ul> |



## 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](#)

## 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 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).