



Utilities Officer – 3 Waters

The purpose of this role is to service and maintaining our water networks (3 waters), electrical and communications assets across the Hurunui District.

Reports to Team Leader Field Operations

Our values - tikanga

Respect - *give it to get it.*

- We show civility through listening, being thoughtful and acknowledging others points of view.
- We embrace diversity, recognise differences and are inclusive in our treatment of others.
- We demonstrate our appreciation through praise and recognition.

Integrity - *do what's right.*

- We are honest, transparent and authentic.
- We are ethical, sincere and trustworthy.
- We seek the best solution rather than the easiest.

Commitment - *be in; boots 'n all.*

- We are passionate about the work we do and motivated to do a good job.
- We are solution focused and accountable for our actions.
- We take pride in working for the Hurunui District Council.

Our vision – pae tawhiti

To be a workplace that embraces diversity of thought.

Our mission – aronga

To have the right people in the right place at the right time to provide infrastructure and services that are efficient, effective and appropriate to our Hurunui community.

Our expectations

Working for the Hurunui District Council means working as a team to deliver the best outcomes for our district.

We are developing our organisational culture to put our customers at the heart of everything we do through our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- Commit to working proactively with our customers to understand their needs.
- Operate collaboratively as a total council team.
- Deliver our services in a way that is best for the district (as opposed to best for us).

We want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district. Even though you will have a primary position at Hurunui District Council, working with us is much more than simply completing your work. It is about how you go about doing your work, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

Each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes. We want you to work across teams to bring your solutions to the table and to work with those teams to implement them.

What you will do

- Ensure that water supplies are maintained effectively and efficiently so that consumers have continuous and safe water.
- Work done on drinking-water reticulation is in line with the Council's standards and plans to meet the New Zealand Drinking Water compliance, and that work is in accordance with the resource consent.
- Ensure the continuous, safe, efficient and effective operation of water and sewerage schemes (as applicable), and that wastewater is disposed of in accordance with the resource consent.
- Maintain schemes in accordance with the maintenance plan
- Ensure vehicles and equipment supplied are regularly maintained and serviced in accordance with suppliers' recommendations.
- Ensure replacement parts, materials and equipment are stored safely and securely.
- Provide afterhours 'on call' and 'standby' duties during weekends and public holidays when rostered on to do so.
- Oversee contractors associated with maintaining and upgrading all waterworks.
- Identify and action areas where improvements can be made in the current procedures for the provision of water services.
- Undertake any reasonably requested duties the Manager may allocate from time to time.
- Always wear appropriate Personal Protective Equipment (PPE).
- Assess working situations and apply logical safety considerations.
- Complete repair sheets, documenting work performed – paperbased and electronically
- Keep accurate and regular condition and repair reports
- Adhere to the Council's Health and Safety policies, practices, and procedures at all times.
- Promptly and appropriately, report any hazards and accidents.

What we all do

- Embrace diversity and display cultural awareness in all aspects of work and development.
- Demonstrate a commitment to our values and wanting to be here.
- Welcome training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities and activities when required

Customer service

- Demonstrate a "customer centric" culture within the team, department and in the wider organisation.
- Act as a *customer advocate* in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Provide assistance, guidance and advice to Council and committee members as applicable.
- Demonstrate empathy and non-judgemental approach.

Health and safety

- Ensure you accurately and promptly report all accidents, incidents and risks immediately or as soon as possible.
- Keep yourself and others safe.
- Adhere to all Council Health and Safety policies, procedures and guidelines.

What you will bring

- NZQA Certificate in Water and Wastewater Reticulation or its equivalent
- A practical knowledge of water supply and wastewater pumping stations and systems
- A current heavy vehicle driver's licence (Class 2), with a T (Tracks) endorsement (desirable)

- IT literacy – (MS Suite, including Excel)
- Able to do day to day maintenance on vehicles and plant
- Four wheel drive and ATV driving experience
- First Aid Certificate
- STMS – (Traffic Management)
- A basic understanding of the New Zealand Drinking Water Standards
- Basic plumbing skills (desirable)
- Digger operation experience (essential)
- Confined space work experience (desirable)

Delegations \$0

Employee signature _____ Date _____