

Position Description

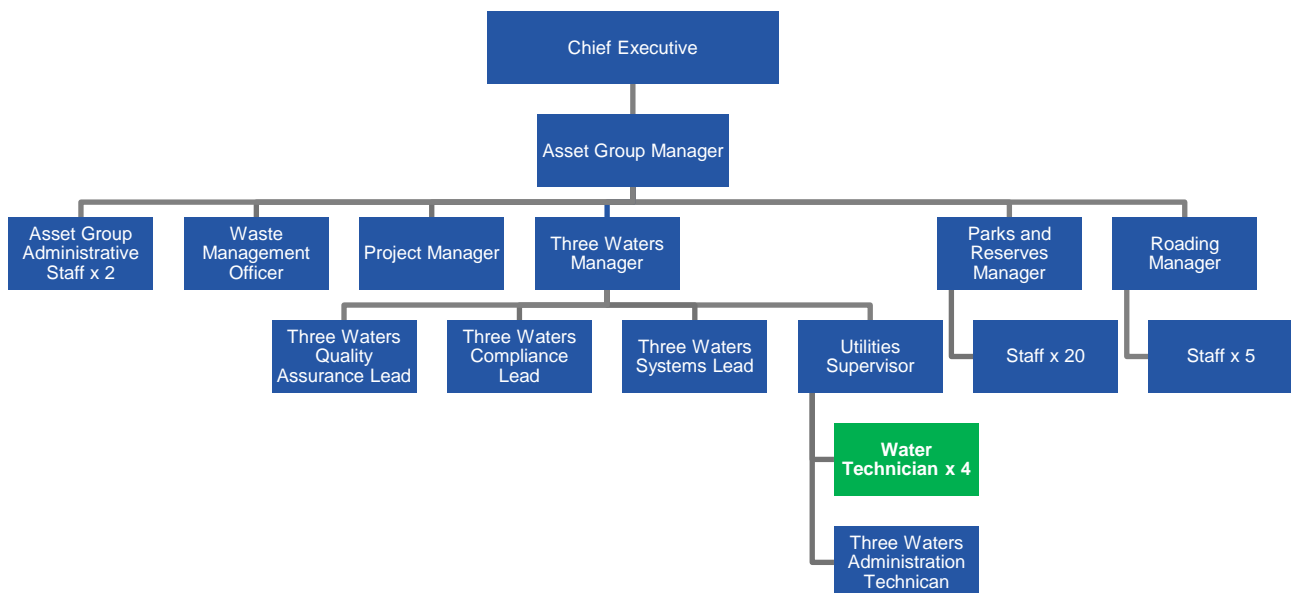
Position Details

Position title	Water Technician
Position grade	12
Group	Asset Group
Date Reviewed	14 April 2025

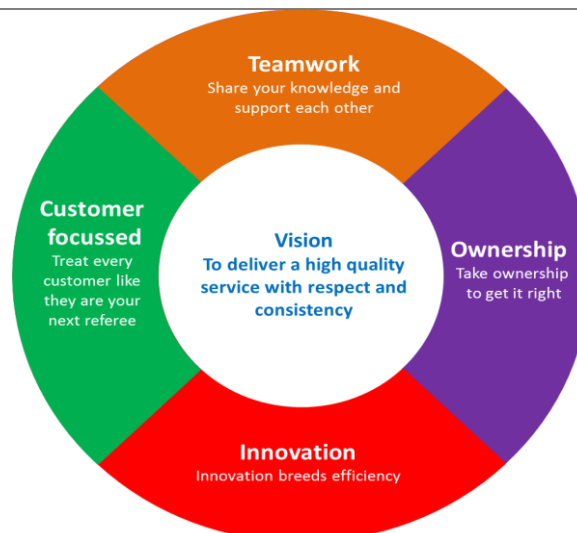
Purpose

The Water Technician is responsible for supporting the operation, maintenance, and delivery of Three Waters, which includes both urban and rural drinking water supplies, urban wastewater, and stormwater services in the Waimate District.

Structure



Staff Vision and Values



Key Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">• Asset Group Manager• Three Waters team• Roading team	<ul style="list-style-type: none">• Members of the Public• Contractors• Utility Providers• Regulatory Authorities

Key Responsibilities

- Operate, monitor, and maintain drinking water supplies to current national legislation, regulations, and rules.
- Operate, monitor, and maintain wastewater and stormwater services to resource consent requirements, and for the protection of public health and the environment.
- Undertake repairs, improvements, and preventative maintenance on the Three Waters networks, to ensure compliant and continuous delivery of supply and service.
- Perform regular programmed tasks and duties when required e.g. water meter reading, Three Waters monitoring sampling, operational procedures at the wastewater treatment plant and disposal field and inspecting and maintaining stormwater environment protection devices.
- Accurately record data at plants and pumpstations and responding to changes of concern, particularly those that require repair or escalation to the Utilities Supervisor.
- Accurately record and submit information for new assets added or replaced in the Three Waters networks for asset management purposes.
- Carry out general site maintenance at the Three Waters utilities sites e.g., mowing lawns, and general basic maintenance as required.
- Use initiative in water leak detection, and repair or escalate to Utilities Supervisor where appropriate.
- Participate in the installation of new capital improvements.
- Oversee contractual works and ensure appropriate standards are maintained, escalating any concerns to the Utilities Supervisor.
- Ensure standard operating procedures with hygiene standards are adhered to, so that the risk of illness to yourself and others is mitigated, and to prevent cross contamination between work sites.
- Ensure work vehicles and equipment are kept clean and tidy and are fit for purpose prior to use and if not escalate to the appropriate person/s within Council for assistance.
- Ensure job sheets for time, kilometres and parts used for tasks and projects are accurate for the purposes of job costing, particularly for external invoicing.
- Respond to after-hours call outs when on-call.
- Interact appropriately with members of the public and other external contacts.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers, and all plant, property, and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Expected Behaviours

Core Behaviours	
Adaptability	<ul style="list-style-type: none"> • Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements
Communication	<ul style="list-style-type: none"> • Communicates messages in a clear, concise and consistent manner • Ability to communicate effectively with a wide variety of people • Uses the most effective method and style of communication for the audience and situation • Utilises effective listening skills and questioning techniques
Customer service	<ul style="list-style-type: none"> • Recognises the diversity of customers, and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged, and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council's confidentiality policy when dealing with customer information
Self-management	<ul style="list-style-type: none"> • Proactively plans work and manages competing priorities to ensure deadlines are met • Plans and utilises resources in the most effective and efficient way

Core Behaviours	
	<ul style="list-style-type: none"> • Makes appropriate decisions, taking into consideration impacts and risks • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Teamwork	<ul style="list-style-type: none"> • Is an active and contributing team player • Values diversity and supports different ways of working • Proactively shares information, ideas and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments

Role Specific Skills	
Decision-making	<ul style="list-style-type: none"> • Identifies and uses various sources of information to make an informed decision • Considers risk factors in decision-making • Uses own judgement and experience to solve problems • Makes decisions on a timely basis
Innovation	<ul style="list-style-type: none"> • Continually reflects on how things could be done better • Adopts a positive and flexible attitude to improvement, change and challenges
Relationship building	<ul style="list-style-type: none"> • Builds and maintains professional and productive relationships • Understands stakeholders' views and why they are held • Demonstrates sensitivity to other groups and values diversity

Knowledge, Qualifications and Experience

Essential

- Must be physically fit
- A current, clean, and full New Zealand driver licence
- Good problem solving and analytical skills
- Excellent verbal and written communication skills
- Ability to prioritise and ensure deadlines are met
- Excellent time management and customer service
- An understanding of the Health and Safety at Work Act 2015

Desirable

- Experience using 4WD vehicles
- Experience with operating a small digger

- T endorsement on licence
- Operational knowledge of water or wastewater and storm water treatment and network systems
- New Zealand National Certificate of Drinking Water, or Wastewater
- New Zealand Diploma of Drinking Water, or Wastewater
- Proficient in Microsoft Office
- Experience or understanding of field IT data systems (e.g., Univerus Assets [Assetfinda], Lutra ID, SCADA) to record management of assets, levels of service and compliance requirements
- Previous Local Government experience

Approval

Water Technician

Name

Signature

Date

Chief Executive

Name

Signature

Date