



## Utilities Officer – Waste and Stormwater

**Purpose:** To maintain, operate and upgrade the storm and wastewater reticulation system and provide a safe and efficient service, meeting the needs of the community and the environment. Providing on-call support for water when needed.

**Reports to Team Leader Waste and Stormwaters**

## 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

### Service Delivery

- Ensure that Waste and Stormwater systems are maintained effectively and efficiently so that ratepayers have a continuous safe service.
- Work done on the systems is in line with the Council's standards and that work is in accordance with the resource consent.
- Ensure the continuous, safe, efficient and effective operation of sewerage schemes (as applicable), and that wastewater is disposed of in accordance with the resource consent.
- Assist in the establishment of a maintenance schedule
- Maintain schemes in accordance with the maintenance plan

### Equipment and Vehicles

- Schedule equipment and vehicle use. Operate equipment and vehicles in accordance with legal obligations, standard operating and other procedures and policies, and with regard for health and safety.
- Maintain equipment and vehicles in accordance with the operations manual/requirements, e.g. greasing, checking fluid levels
- Carry out minor non-mechanical repairs to equipment within area of expertise
- Ensure that more significant maintenance needs are referred to the appropriate person

### Sampling

- Carry out timely and accurate water sampling and soil sampling in accordance with standard operating procedures, sampling schedules and resource consent obligations
- Transport water and soil samples to the laboratory/testing facility
- Enter data into record keeping systems, e.g. Water Outlook, Laserfiche forms, and spreadsheets
- Identify data anomalies/unexpected outcomes. Escalate as necessary.

### Reporting

- Maintain timely and accurate records of work carried out, information obtained during work and outcomes (e.g. timesheets, updating asset data and responses to customer service requests)
- Complete repair sheets, documenting work performed – paper based and electronically

## 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
- Participate in health and safety training
- Wear appropriate Personal Protective Equipment (PPE).
- Assess working situations and apply logical safety considerations.

- Keep accurate and regular condition and repair reports

#### Other

- Provide backup to Three Waters colleagues during busy periods or staff absences
- Provide on-call water support ~~when needed~~ **once suitably experienced and on a rostered basis.**
- Undertake actions during emergency/incident response in accordance with requirements, e.g. heavy rainfall events
- Carry out any other activities which may be reasonably be requested

## What you will bring

#### Essential:

- NZQA Certificate in Water and Wastewater Reticulation or working towards it.
- A practical knowledge of water supply and wastewater pumping stations and systems
- Basic plumbing skills
- Able to do day to day maintenance on vehicles and plant
- IT literacy – (MS Suite, including Excel)

#### Desirable

- Four-wheel drive and ATV driving experience
- Digger operation experience
- First Aid Certificate
- STMS – (Traffic Management)
- A basic understanding of the New Zealand Drinking Water Standards
- Knowledge/Experience working in a confined space

## Delegations

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