

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our district.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

We see our values as more than just guidelines, they are the foundation of our organisation's culture. We encourage all of our employees to adhere to the Council's values. This means behaving with a high level of professionalism and integrity, showing respect towards colleagues and the community.

Values and Common Purpose



MAKING OUR *communities* **BETTER**

About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region. Taranaki was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,400 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

The key purpose of the Maintenance Planning Engineer is to develop and optimise maintenance strategies, plans and asset care standards for Water Services (drinking water, wastewater and stormwater) converting asset performance insights into executable preventive and corrective maintenance programmes and internal SLAs.

This is a busy role and there is plenty of variety. You will also ensure maintenance plans are risk based, targeting failure modes that drive service disruption, compliance risk or high lifecycle cost and much more.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a permanent full-time 40 hour per week position based at the Council's Te Rourou building in Hawera and will become part of the Water Services Business Unit. This unit works with multi-skilled teams, sharing workloads and providing a high level of customer service.

See the Job Description for full details relating to KRA's and Accountabilities.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **15**. The salary range for this position is between **\$89,370pa** and **\$99,300pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, www.southtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

You will find the job description for the position and Council's Vision and Values on the next few pages.

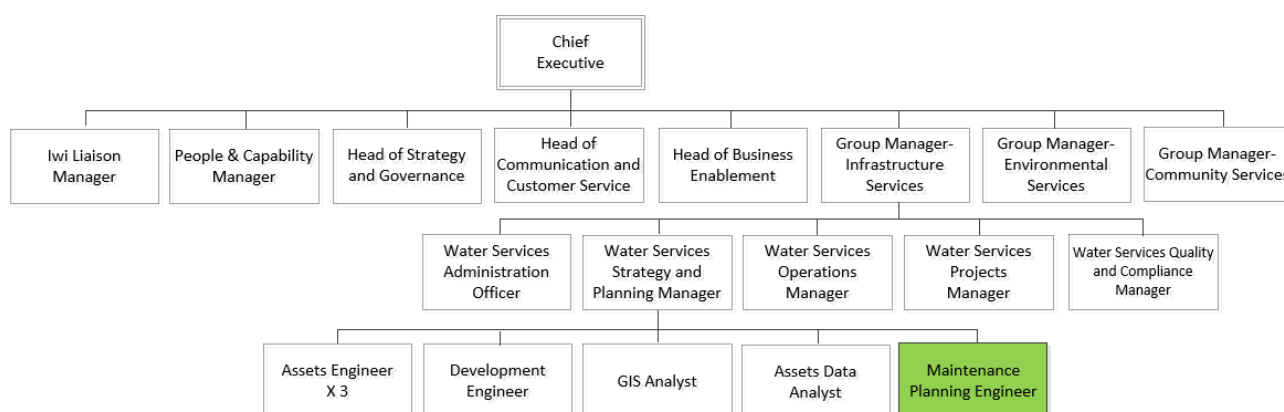
PEOPLE & CAPABILITY TEAM

Position Description



Position Details			
Title:	Maintenance Planning Engineer		
Unit:	Water Services Business Unit	Group:	Infrastructure
Position reports to:	Water Services Strategy and Planning Manager		
Salary Grade:	15	Staff Management:	None
Position Occupant:	Vacant		
Date Created:	2025/01/04	Date Last Reviewed:	2026-03

Position Objective
The purpose of this position is to develop and optimise maintenance strategies, plans and asset care standards for Water Services (drinking water, wastewater and stormwater) converting asset performance insights into executable preventive and corrective maintenance programmes and internal Service Level Agreements (SLAs) .



Important Functional Relationships	
Internal	Purpose of Contact
Water Services Strategy and Planning Manager and Asset Engineers	Maintenance strategies, asset data
Council staff	To collaborate with internal stakeholders including but not limited to Customer Service, Finance, Health and Safety, Legal, Policy, Roading, Infrastructure, and Iwi Liaison to ensure policy development, implementation, and decision-making is informed, legally compliant, and culturally sensitive. That all operational matters including but not limited to public communication, payroll, health and safety, and vehicle maintenance are managed effectively.
External	Purpose of Contact
Vendors/Original Equipment Manufacturers (OEMs) and	Standards, job plans, service delivery

service providers	
Auditors and regulators (as required)	Assurance and compliance inputs

Position Duties and Functions

Financial Management

- Provide inputs to OPEX/CAPEX forecasts and lifecycle budgets.

Collaboration and Other Duties

- Collaborate with Operations to sequence work and minimise service impact.

Operational Responsibilities

- Define maintenance requirements, Preventative Maintenance (PM) schedules and performance targets, track compliance and effectiveness.
- Develop preventive and predictive maintenance schedules to maximise uptime and extend asset life.
- Assisting with the implementation and improvement of asset management and planning processes, including maintaining asset condition and maintenance recording systems.
- Actively manage any maintenance backlog, ensuring work is prioritised by risk, criticality, and consequence of failure.
- Maintain and apply asset criticality rankings to determine maintenance strategies, frequencies, and resourcing.
- Ensure maintenance plans are risk-based, targeting failure modes that drive service disruption, compliance risk, or high lifecycle cost.
- Regularly review critical assets and adjust plans based on failure history and performance trends.
- Coordinate with Operations to bundle work, plan shutdowns, and minimise service disruption, particularly on critical assets.

Project Delivery and Oversight

- Support project briefs, options analysis and commissioning readiness.

Reporting and Documentation

- Maintain maintenance system master data, hierarchies and job plans; assure data quality.

Quality and Compliance

- Use asset data (condition, performance, risk) to drive continuous improvement and renewals inputs.

Generic Duties and Functions

Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).
- Ensure any known risks or hazards are identified and reported to the organisation.

Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

Civil Defence

- Attend Emergency Management training at CIMS 3 level.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

Iwi/Council Partnerships

- Demonstrate respect for mana whenua, understand the values within *He Pou Tikanga*, and be aware of

the Council's partnership commitments to iwi and Māori.

Other

- Other duties as directed, within the skills and capabilities of the employee.

Attributes and Capabilities

Accountability

- Enforcing standards and expectations for peers, subordinates, or even superiors—respectfully but firmly.
- Maintaining ethical standards even when it's inconvenient or risky.
- Building behaviours that encourage responsibility across the organization.
- Proactively identifying risks and taking ownership before problems occur.
- Coaching and developing others to take greater ownership of their work.

Analytical Thinking

- Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail.
- Weighs the costs, benefits, risks, and chances for success, in making a decision.

Attention to Detail

- Does work right the first time
- Notices discrepancies and inconsistencies in available information.

Communication (Advanced)

- Summarizes or paraphrases his/her understanding of what others have said to verify understanding and prevent miscommunication.
- Organizes written ideas clearly and signals the organization to the reader (e.g., through an introductory paragraph or through use of headings).
- Tailors written communications to effectively reach an audience.
- Uses graphics and other aids to clarify complex or technical information.

Information Sharing

- Ensures that others involved in a project or effort are kept informed about developments and plans.
- Selects stories, analogies, or examples to illustrate a point.
- Uses multiple channels or means to communicate important messages (e.g., memos, newsletters, meetings, electronic mail).
- Keeps his/her manager informed about progress and problems; avoids surprises.

Project Management

- Manages project stages including:
 - Initiation
 - planning or development
 - production or execution
 - monitoring and controlling
 - reporting
- Creates clear and attainable project objectives, building the project requirements, and managing cost, time, and scope.
- Designs, implements and manages ongoing projects and directs the related resources, personnel and activities to successful completion.

Plans & Prepares

- Lays out a thorough schedule and steps for achieving objectives.
- Makes implementation plans that allocate resources precisely.
- Uses milestones to track and manage the progress of work.

Problem Solving

- Carefully weighs the priority of things to be done.
- Anticipates problems, opportunities and needs of the organisation.
- Evaluates alternative courses of action.
- Implements solutions and evaluates the results.

Technical Expertise

- Possesses an in-depth knowledge and skill in a technical area.
- Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches.

Thoroughness

- Ensuring that one’s own and others’ work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.
- Carefully reviews and checks the accuracy of information in work reports (e.g., production, sales, financial performance) provided by management, management information systems, or other individuals and groups.

Working Independently

- Communicates fundamental values and beliefs.
- Defines personal leadership values.

Knowledge, Experience, Qualifications & Skills

Essential

- University degree in engineering (mechanical, electrical, process or similar).
- Extensive (5+ years’) experience in maintenance planning/asset management within water or heavy industry.
- Experience with maintenance planning systems and reliability-centred maintenance.
- Understanding of GIS and asset data structures; advanced Excel skills.

Desirable

- Maintenance planning post graduate diploma.

Care and Responsibility

All employees are expected to care and be responsible for the organisation’s resources, relationships, and reputation. This includes demonstrating care, integrity, and accountability in all aspects of their work, contributing to the long-term sustainability and wellbeing of the organisation, the community, and the environment. Employees are encouraged to make decisions and take actions that reflect the organisation’s values and support its strategic goals.

Changes to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance development planning (PDD) cycle or as required. No significant changes to this position description will be made without consultation and agreement of the position holder.