

Position Description

Position Title:	Contract Technician – Three Waters
Reports To:	Senior Engineer - Operations
Responsible For:	N/A
Group and Team:	Infrastructure – Infrastructure Operations
Children’s Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide technical contract management support for the day-to-day delivery of Council’s three waters infrastructure that meets the community’s needs in a cost-effective and sustainable manner.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Contract Management

- Provide support to effectively maintain Council's three waters infrastructure in accordance with the LTP / Annual Plan and asset and activity management plans to provide long-term quality service to the community.
- Assist with the development and delivery of the three waters infrastructure renewals and capital works programmes.
- Administer contracts in accordance with ICC and industry standards, including requests for proposals, evaluation of tenders, appointment of contractors, contract preparation and contract variations as required.
- Accurately record and maintain data and information, including contractor health and safety documentation, in line with Council systems and requirements.
- Manage assigned maintenance contracts, operations and projects effectively and efficiently whilst keeping within set budgets and timeframes.
- Undertake inspections to ensure the maintenance contractor delivers against programs of work and meets service level targets.
- Raise and resolve contractor performance issues, seeking support when required.
- Investigate, action and resolve customer and agency complaints.
- Monitor the status of the maintenance contract to ensure deliverables are compliant with contractual requirements and quality assurance standards, as well as resource consents and levels of service as reported in the Annual Plan, Council policies and bylaws.
- Set up contract files, ensuring information is accurate and complete.
- Attend and actively participate in contractor meetings.
- Receive and process contract claims in accordance with the contractual obligations.
- Raise and process purchase orders.
- Support the Engineering Services and Project Management Office teams to incorporate new assets into operational contracts when required.
- Seek to identify and assist with implementing new techniques, practices and approaches.
- Assist with the preparation of cost schedules/estimates and financial reporting.
- Contribute to reports and plans as required.

Risk Management and Health and Safety

- Actively work with the maintenance contractor to implement robust risk management practices to prevent risks to health, safety and the environment.
- Ensure regular contract audits and reviews are undertaken to monitor compliance, including health and safety audits.
- Ensure procedures, monitoring and contingency plans are in place to mitigate any risk of breach of any statutory authority.
- Monitor the completion of all health and safety records and documentation, including contractor health and safety documentation, to ensure compliance with health and safety goals and objectives.

Communication and Relationship Management

- Develop and maintain collaborative relationships with the Three Waters Operations team, contractors and consultants.
- Liaise with Taumata Arowai as required.
- Provide advice and information as required.
- Respond to detailed or technical customer service enquiries and requests in a timely manner.

Note: *Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*

What You Will Bring

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Education and Qualifications

Essential:

A tertiary qualification in Civil Engineering or related field
NZ Full Driver's Licence

Knowledge, Skills and Experience

Essential:

A minimum of three years infrastructure experience
Good knowledge of contract management including NZS 3910- 3917 and its application
A good working knowledge of Civil Engineering, preferably with a focus on three waters maintenance and construction
Good understanding of health and safety and risk management to ensure a safe work environment
Good communication and relationship management skills
A strong customer service focus
Good problem solving and decision-making skills
Strong organisational and time management skills with the ability to work under pressure
A high level of integrity and honesty and the ability to remain professional in difficult situations
Accurate estimating and budget preparation skills, with the ability to programme and undertake forward planning, and control expenditure to meet financial objectives
Knowledge of relevant New Zealand local government legislation, bylaws, practices, and standards
Competent computer literacy in Excel, Word, Project, Outlook
Ability to prioritise and meet deadlines with minimal supervision and work outside of core hours from time to time as required
Physically capable of undertaking site inspections, walking long distances and carrying equipment

Desirable:

Demonstrated experience within the New Zealand market and local government authorities

Agreement

Employee

Name Sign Date

Manager

Name Sign Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.
