

JOB DESCRIPTION



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

Position:	Project Engineer – 3 Waters	Department:	Stratford Waters Internal Business unit
Reports to:	General Manager – Water Services	Date:	October 2026
Purpose of position To oversee the successful planning and delivery of 3 Waters and special projects, ensuring alignment with financial and asset management objectives.			
Key Accountability Areas 1. Capital Works Planning and Management 2. Special Projects Planning and Delivery 3. Financial Management 4. Asset Management 5. Health and Safety 6. Civil Defence 7. Other duties			
Accountabilities			
1. Capital Works Planning and Management <i>Effective planning, programming and delivery of 3 Waters projects as directed.</i> Key Outcomes • Deliver capital projects to the required quality standard, on time, within approved budget and in accordance with Council's project management and contract management frameworks. • Lead stakeholder engagement, including Iwi, ensuring all required consultations are completed within project timeframes. • Ensure construction activity and site work complies with resource consent conditions. • Procure all project works in full compliance with Council's Procurement Policy and partner agency requirements, achieving procurement compliance. • Provide monthly project status reports to the Council, ensuring on-time submission and clear reporting of progress, risks, and mitigations. Performance Indicators • Successful delivery of capital works on time and within budget. • Effective stakeholder engagement, including project communications, Iwi and consultations. • Compliance with Council and partner agency procurement policies for all project procurements. • Compliance with Council's project and contract management frameworks. • Monthly project reports submitted on time, at an acceptable quality, and with complete and accurate updates on progress, risks and mitigations.			

2. Special Projects Planning and Delivery

Effective planning, programming and delivery of other Special Projects as directed.

Key Outcomes

- Deliver special projects assigned by the Director – Assets, meeting agreed scope, timelines, and quality standards.
- Deliver special projects in accordance with Council's project management and contract management frameworks.
- Plan and manage resources for new services and renewals to ensure on-time, on-budget delivery.
- Collect and analyse asset data to support strategic planning, ensuring accuracy and completeness.
- Maintain records in full compliance with Council information management requirements.
- Update operational and project processes to keep documentation current and auditable.
- Submit monthly reports on time, providing clear and accurate updates.

Performance Indicators

- Special projects delivered on time, within scope, and meeting agreed quality standards.
- Project resources planned and managed to achieve 100% on-time and on-budget delivery.
- Asset data collected and analysed with agreed accuracy and completeness levels met.
- Record management tasks completed with 100% compliance to Council requirements.
- Process documents kept current, updated promptly, and fully auditable.
- Monthly reports submitted on time with clear and accurate information provided.

3. Financial Management

Financial accountability of capital budgets

Key Outcomes

- Prepare, monitor, and manage capital budgets accurately to ensure projects remain within approved financial limits.
- Maintain compliance with all required financial management policies and practices.
- Keep complete and accurate financial documentation to support timely and transparent reporting.
- Ensure that the project is ready to be capitalised upon closure.
- Ensure full compliance with Audit NZ standards.

Performance Indicators

- Capital budgets kept within approved limits.
- Full compliance with financial management policies.
- Financial documentation completed accurately and submitted on time.
- Audit NZ requirements met.

4. Asset Management

Contribute to the effective management of utilities assets as and when required.

Key Outcomes

- Contribute to the preparation, maintenance and development of any disclosure requirements under the Water Services Information Disclosure Determination 2026, including comprehensive Asset Management Plan.
- Support Managers in developing and managing renewal and capital budgets and performance measures.
- Update asset databases with information from completed capital projects.

Performance Indicators

- Asset Management Plan contributions completed accurately and on time.
- Renewal and capital budget inputs delivered on time and aligned with required performance measures.
- Asset database updates completed promptly and accurately for all completed capital projects.

5. Health & Safety

Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.

Key Outcomes

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee.
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

Performance Indicators

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

6. Civil Defence

Key Outcomes

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

7. Other Duties

Key Outcomes

- Undertake Record Management responsibilities as outlined in Council's Information Management Policy.
- Record and update processes as required.
- Complete monthly reports within specified timeframes.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

Discretionary Decision Making

As per Council's Delegation's Policy.

Principal Relationships

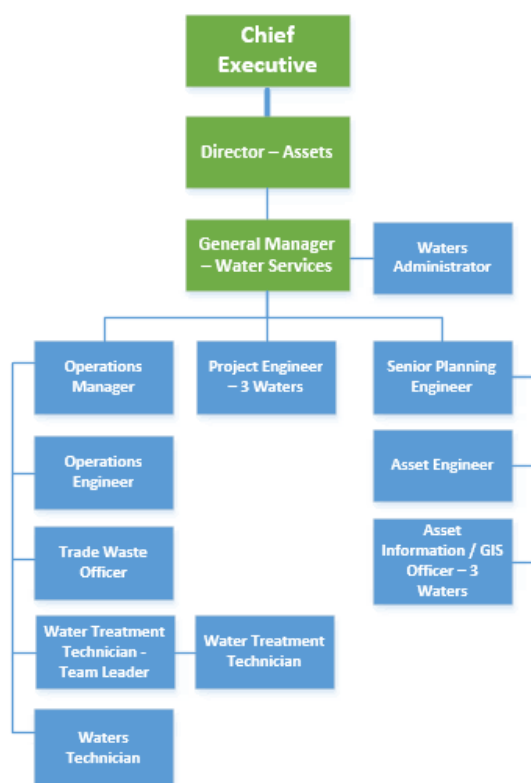
Internal

Management Team
All Staff
Elected Members

External

The Public
Local Authorities
Regional Council
Consultants
Contractors
Local Iwi and other Stakeholders

Structure Chart



Indicative structure of Stratford Waters Internal Business Unit

Ideal Person Specification

Education/Qualifications

- Relevant tertiary qualification in Engineering or related discipline

Job Knowledge

- Minimum 5 years in local government, project engineering, 3 Waters, or asset management.
- Proficient in Microsoft Office applications.
- Strong understanding and commitment to asset management processes.
- Excellent project planning, management, and supervision skills.
- Strong organisational, time-management, leadership, and decision-making abilities.
- Effective written and verbal communication skills.
- Knowledge of relevant New Zealand Standards (e.g., NZS 3910:2013, NZS 4404:2010).
- Sound understanding of applicable 3-waters legislation.
- Knowledge of relevant codes, policies, standards, and best practices.
- Awareness of Te Ao Māori and Council responsibilities under the Treaty of Waitangi.

Key Competencies

- Project & Contract Management – Able to prepare, tender, award, and manage capital and operational contracts effectively.
- Customer Focus – Consistently applies strong customer service principles with internal and external stakeholders.
- Communication – Communicates clearly and concisely, producing well-structured written reports with clear recommendations.
- Organisational Skills – A proactive, methodical self-starter who manages multiple tasks efficiently and uses resources effectively.
- Quality & Time Management – Delivers high-quality outputs through strong time management skills.
- Collaboration – Works effectively with others and contributes positively to team outcomes.