

Position Description – Contract Engineer – Surface Waters

This position reports to: Surface Waters Delivery Manager **Career Level:** 17

Position purpose: As a key member of the Operational Delivery Team, the Contract Engineer will be responsible and accountable for:

- **Contract Management**. Lead the day-to-day management of the district-wide Surface Water Network Maintenance Contract, ensuring the safe, compliant, efficient, and cost-effective delivery of surface water operations and maintenance services.
- **Operational Resilience**. Identify, manage, and mitigate operational vulnerabilities across the surface water network, including contingency planning, emergency response readiness, and proactive risk reduction.
- **Regulatory and Service Compliance**. Ensure that all maintenance and operational activities meet regulatory, consent, and performance requirements, maintaining environmental and health-and-safety standards across all works.
- **Customer Service**. Oversee the prompt investigation, response, and resolution of customer service requests, ensuring quality outcomes and timely communication.
- **Stakeholder Engagement**. Develop and maintain strong working relationships with contractors, consultants, Environment Canterbury, mana whenua, land drainage committees, and internal teams to ensure collaborative and transparent delivery.
- **Contract Review and Improvement**. Support the ongoing review, performance monitoring, and improvement of the Surface Water Network Maintenance Contract to ensure alignment with Council objectives, best practice, and value for money.
- **Health, Safety, and Wellbeing**. Promote and uphold a strong safety culture within the team and among contractors, ensuring safe work practices and continuous improvement in workplace safety.
- **Reporting and Documentation**. Prepare clear and accurate reports and documentation to support operational planning, decision-making.
- **Team Contribution**. Collaborate closely with the Surface Water Delivery Manager and wider team, contributing to a positive, proactive, collaborative, pragmatic and high-performing operational culture.

The key areas of responsibility include;

- **Contract Delivery**. Lead the effective delivery of the Surface Water Network Management Contract and associated service contracts, ensuring safe, compliant, efficient, and cost-effective operations and maintenance of surface water assets.
- **Operational Management & Customer Service.** Coordinate day-to-day contract delivery and operations, managing contractors, workloads, and communication to ensure service continuity. Oversee customer requests and correspondence through Council systems, ensuring timely, proactive responses and efficient issue resolution.
- **Financial Performance.** Manage expenditure within approved budgets, oversee variations, and provide accurate monthly reporting and financial tracking to ensure cost control and value for money.
- **Maintenance and Asset Management.** Prioritise and direct maintenance activities in line with sound asset management principles and customer service expectations, ensuring all tasks are delivered to agreed standards and timeframes.
- **Customer Service.** Manage customer contacts and service requests through Council's asset management system, ensuring timely responses, proactive communication, and excellent service delivery.
- **Stakeholder Liaison.** Maintain productive working relationships between Council, contractors, and service providers, ensuring clarity of deliverables, performance expectations, and continuous improvement in service outcomes.
- **Performance Monitoring.** Audit contractor performance, verify claims and invoices, and maintain accurate records of asset and contract data to support transparent reporting and contract compliance.
- **Data and Reporting.** Collate, manage, and analyse operational and asset data for all surface water activities, preparing timely and accurate reports for internal and external stakeholders.
- **Emergency and Continuity Response.** Act as the primary coordinator for surface water service continuity during extraordinary events, providing operational leadership and support.
- **Continuous Improvement.** Identify and support opportunities to enhance contract performance, service delivery, and resource planning to improve resilience and efficiency.
- **Planning and Collaboration.** Contribute to organisational planning, budgeting, and reporting processes, including the **Annual Plan** and **Long Term Plan**, and provide technical input to Council and Committee reports.

- **Community and Best Practice.** Research community needs and industry trends to inform service levels and ensure delivery aligns with social, cultural, environmental, and economic outcomes.
- **Health, Safety, and Wellbeing.** Promote a proactive safety culture and ensure all work under the contract is delivered in accordance with Council's health and safety standards.
- **Team Contribution.** Support the **Surface Water Delivery Manager** and the wider team to ensure efficient day-to-day operations, proactive planning, and a customer-focused culture aligned with Council's values.

Deliverables

Big Picture	• Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required • Stay up to date with legislation and practices as appropriate to role • Understand the intent/ethos of local government and the services provided by other parts of the Council • Stay informed of organisational activities and decisions through being attentive to communications • Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work
Performance	• Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently • Report on progress to plan, and against own KPIs • Take an active role in own goal setting, learning and development • Correctly and appropriately use technology as required for role, including new technologies • Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment • Comply with all legislation and Council policies • Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment • Set a positive example for punctuality, attendance and work ethic
People & Culture	• Act in ways that align with and promote Council values • Be a positive and constructive team member • Collaborate on cross team/discipline projects and teams as required • Constructively and successfully adapt to changes • Take positive actions to keep self and others physically and psychologically safe and well • Attend, be prepared for and engage constructively in all meetings • Deliver exceptional customer service consistently (make every interaction count) • Build effective, sustainable relationships at all levels • Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)
Requirements for all staff	• Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi. • Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault. • Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager. • Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies. • Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

Emergency Management requirements for all Council Staff	• Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account. Required assistance may include: • Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event. • Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so. • Participate in any required Civil Defence exercises to ensure that essential services are maintained.

Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

Skills and Experience

Essential	Desirable
• Experience (5 years +) working within a Contract Management role, ideally with a Utility Network Management Contractor or Local Authority within Water Services • Demonstratable contractual experience as Engineers Representative with a working knowledge of NZS 3910, 3917 and current procurement frameworks. • Demonstrated expertise in contract management, site supervision and quality control. • Working experience with asset management systems software's • Proven track record in the accuracy and timely gathering, inputting, interpretation and presentation of data • A proven track record in handling queries and identifying solutions to issues • Experience in the application of performance KPI's • Excellent collaboration skills • Dedication to Health & Safety. • Competence in financial reporting and performance analysis, with a keen attention to detail • Familiar with industry standards and regulations	• Experience working in a local/central government environment • Demonstratable contractual experience as Engineer to Contract • Experience using GIS or asset-management systems for inspections and data recording. • Sound negotiation experience • Project management experience

Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	All other Council staff spread across the variety of facilities in Selwyn.	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
Territorial and Regional Authorities	Elected Community Board Members	
Government Agencies		
Greater Christchurch Partnership		
Non-government agencies		

Leadership Competencies



Eats problems for breakfast. Removes obstacles promptly to enable the team to get on with their work. Thinks methodically, and makes sound, informed decisions.



Does Change Well. Embraces change and creates a culture whereby people are open to and involved in change. Carefully plans for and addresses the associated people impacts.



Builds Togetherness. Shows genuine interest in people and builds trusting relationships with team members and peers. Creates a positive, collaborative, inclusive climate where all people feel part of the team and the organisation.



Rocks the messaging. Ensures people are kept informed. Puts care into ensuring messages and instructions are relevant, interesting, and easily understood.



Tackles the tough stuff. Deals effectively with performance and disciplinary situations. Has the difficult conversations. Takes ownership.



Delivers the goods. Thinks ahead and plans the work of the team accordingly. Ensures work is done well and to time.



Brings out the best. Appreciates that high performance is a journey not a destination. Puts effort into unlocking people's potential.



Sets the tone. Aware of the role of the leader in creating calm and confidence in the team. Monitors own emotions and takes action to stay positive.

Education, Qualifications, Memberships

Essential	Desirable
• Bachelor of Engineering, Construction Management, Engineering Project Management or other related diploma / degree or equivalent experience • Full current unencumbered driver's licence	• Business diploma or similar • Chartered Professional Engineer or equivalent • Graduate Degree in Civil Engineering, Construction, Surveying or Property Management

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.