Job Description

tasman district council | Te Kaunihera o te tai o Aorere

My Position

Position: **Stormwater Engineer**

Section: Waters & Wastes

Group: Three Waters

Responsible to: Team Leader – Drainage

Job Purpose:

- To assist the Team Leader in the management of Council's stormwater assets in a responsible and sustainable manner.
- To advise the Activity Planning team and implement the Stormwater Activity Management Plan.
- To brief the Programme Delivery team on projects, as appropriate, and manage and implement assigned renewal and capital projects for stormwater.
- To implement the stormwater operations and maintenance contracts as required.
- To implement the stormwater budget and report on exceptions and variations.
- To monitor and report on compliance with levels of service and relevant legislation.

Our Council

Our District Vision: Thriving resilient Tasman

Kia manawaroa te tai o Aorere

Our Purpose: Delivering Public Value

Kia whai hua mā te marea

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – *Innovation. I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – *Responsibility*. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work

Manaakitanga – *Caring/ Sharing. Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Whanaungatanga – *Relationships.* *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning

- Safety and wellbeing come first
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Three Waters Group

The Three Waters In-house Business Unit's primary purpose is to deliver the Council's 'three waters' services namely to water supply, wastewater and stormwater services and supplies, including drinking water quality.

We achieve this by demonstrating the principles of Te Tiriti, investing wisely in infrastructure, people, and tools and by respecting, supporting, and enabling others. Our systems, oversight and advice empowers our Council and our communities to make wise and enduring decisions.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
Infrastructure Activity Management • Provide information to the Infrastructure Planning Team and other key users for the formation of asset policy. • Provide advice and information to the Infrastructure Planning Team to prepare and develop asset management plans. • Review annual budgets, monthly expenditure and report. • Ensure that the financial management of the assets is monitored and regularly reported to the Team Leader. • Make recommendations on operational expenditure and revenue. • Authorise expenditure within delegated authority. • Monitor asset performance, utilisation and condition in accordance with requirements set out in asset management plans. • Develop solutions to service delivery issues and make recommendations to the Team Leader. • Prepare and present reports as required. • Maintain a positive, productive working relationship with key stakeholders.	**Activity Management** • Asset information is accurate and timely. • Positive and useful contribution to asset management plans is evident. • Annual budgets, monthly expenditure reports and financial management of asset reports are accurate and timely. • All budgets are monitored and spent within limits, any variations approved and justified. • Monthly exception reporting is received within agreed timeframes. • Assets are monitored and maintained to the agreed standards and conform to the statutory, regulatory and funding requirements. • Cost effective delivery of service levels is considered at all stages. • High level of specialist engineering knowledge and service delivery solutions are evident. • Accurate and timely reports are evident and support good decision making. • A good relationship with Council's stakeholders is evident, productive and effective in addressing any issues.
Network Management • Manage O&M contracts according to Council policies and procedures. • Ensure System Operating Plans are kept up to date and stored in Active Manuals. • Ensure customer service requests are processed in accordance with Council procedures. • Ensure that contractors have the appropriate health and safety management systems and procedures.	**Network Management** • Assigned operations and maintenance contracts are delivered to standard, are within budget, timeframe and have been administered correctly. • System Operating Plans are current. • Cost-effective delivery of service levels is considered at all stages. • Approved cost savings and/or changes to service levels are implemented. • Customer Service requests are completed to meet Level of Service response times. • Contractors agree to and comply with all of Council's H&S requirements.
Renewals and Upgrade Programme	**Renewals and Upgrade Programme**

• Advise Infrastructure Planning Team on renewals and upgrade programmes to ensure compliance with agreed Levels of Service and budgets. • Assign projects to Project Delivery Team and provide appropriate project briefs. • Contribute to concept planning and any HAZOP, or similar, reviews prior to detailed design of projects. • Monitor renewals and upgrade programme and expenditure and report as appropriate. • Deliver assigned renewal and capital projects.	• Programmes that ensure the delivery of Levels of Service within budgets are developed, monitored and delivered. • Capital upgrade and renewal programmes are agreed with the Project Delivery Team and project briefs are accurate and timely. • Renewal and upgrade projects are delivered to standards, within budget and timeframe. • Information provided for annual budgets, monthly expenditure reports and financial management of asset reports is accurate and timely. • Programme expenditure is monitored and within budget. Any variations justified and approved. • Exception reporting is received within agreed timeframes.
Procurement and Contract Management • Assist in the preparation of contract documentation as required. • Assist in the evaluation of tenders as required. • Assist in the management of contracts as required. • Contribute to performance assessment of service providers.	**Procurement and Contract Management** • Tenders are awarded in a timely and cost-effective way. • Tenders comply with Council's policies and procedures. • Contracts are managed, monitored and evaluated to deliver cost effective service. • Improvements to the contract process are evident and suggested to the Team Leader.
Planning • Contribute to annual and strategic planning, resource consent applications, and government funding/subsidy applications as required to key users. • Provide expert advice for the review of new developments and subdivision consent applications. • Contribute toward optimised asset management decisions and practices and provide information or advice to key users. • Work alongside other Community Infrastructure Group staff and neighbouring Councils to achieve maximum benefit from a collaborative approach.	**Planning** • Positive feedback from Team Leader and other key users confirm useful, timely contributions. • Consent conditions and advice given ensures developments and new subdivisions consents will comply with Council's Engineering Standards and Policies. • Greater efficiencies are achieved through closer relationships, collaboration and shared services.
Compliance • Ensure systems are set-up to capture the relevant information required as part of measuring the performance of stormwater infrastructure. • Oversee the collection of information and dissemination to staff, other key users and to relevant statutory authorities as required. • Report on any variances providing an explanation and recommendations for relevant improvements. • Implement measures to mitigate incidents of non-compliance. • Ensure that all resource consent compliance reporting is scheduled, implemented, and all resource consent compliance reporting is completed.	**Compliance** • Information and data is accurately recorded in performance measurement systems and is monitored, up to date and available to key users. • All compliance requirements are adhered to. • Variation reports are regularly generated, reviewed and improvement recommendations are immediately reported to the Utilities Manager. • Resource consent compliance reports demonstrate that all compliance is carried out within the required timeframes.

My Contribution

Accountability

- I take responsibility for my performance, decisions and actions and how these impact on others.
- I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it.
- I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable.

• I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.
Customer Focus • I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.
Relationship Building • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and are supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.
Resilience & Adaptability • I support new ways of working and are able to be flexible and calm when facing change or difficult situations. • I am digitally confident and participate in opportunities to learn how to apply digital business technology and tools to my work. • I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.
Motivation & Drive • I take responsibility for my own learning and development and welcome feedback to improve my performance. • I effectively plan, manage and prioritise my work and deliver it on time. • I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.
Collaboration & Inclusion • I actively contribute to the achievement of team goals and objectives. • I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.
Civil Defence Emergency Management • I provide assistance and support during civil defence / emergency management activities. • I participate in civil defence and emergency management training.
Working within te ao Māori • I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. • I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. • I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Tauihu for my role. • I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.

My Delegations

I have delegated decision-making authorities and financial responsibilities for expenditure as listed in Council's Delegations Register. I have no staff responsibilities.

The Council may from time to time delegate to me other specified powers and duties, all of which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- BE (Civil), BEng Tech, CPEng, and at least five years previous experience in local government/public health engineering - design, construction, operation, maintenance and network asset management.
- Alternatively, NZ Diploma in Engineering, and at least 10 years previous experience in local government/public health engineering - design, construction, operation, maintenance and network asset management.
- Demonstrated financial understanding of accounting for infrastructure assets.
- Experience with asset management (computer) systems.
- Experience in provision of local authority utility services.

- Sound knowledge of public health and environmental legislation, local government legislation, regulations, standards and funding.
- Demonstrated project management experience.

My Personal Attributes:

- Good interpersonal skills and an aptitude to lead and motivate staff.
- An ability to relate to a wide range of people and a proven commitment to quality customer service and teamwork.
- Initiative and resourcefulness to work in a role with significant delegated responsibility.
- Analytical skills and judgement to review technical problems and issues.
- Management skills for a diverse range of complex projects.
- This position requires the incumbent to work with minimum supervision and will involve work outside of normal working hours to meet operational requirements and deadlines.
- Excellent verbal and written (English) communication skills.
- Proven ability to talk confidently at Council and public meetings.
- Excellent customer/public relations skills.

My Agreement

My Name: ……

My Signature: …….

Date: ……..