

Position Description

Position Title:	Three Waters Operational Engineer
Reports To:	Manager – Three Waters Operations
Responsible For:	N/A
Group and Team:	Infrastructure – Three Waters Operations
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide senior technical expertise and engineering advice including contract management for the Three Waters Operations team. Lead the development and implementation of policies for the water safety programme including consultation and engagement with external stakeholders. Manage and coordinate the backflow programme. To deliver approximately \$3M of capital renewal and upgrades per annum. Be responsible for the public health upgrades required by our water safety plans according to external regulations.

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)*

Engineering Services and Technical Advice

- Provide expert technical engineering advice and support for Three Waters Operations.
- Provide an in-house engineering design service for three waters infrastructure.
- Investigate, plan and design water, wastewater and storm water infrastructure projects (typically electrical and mechanical).
- Monitor the delivery of renewal projects ensuring they are completed on time and to budget.
- Provide expert technical solutions, engineering and contract advice as required.
- Determine client requirements, organise and manage site surveys and investigations, produce calculations, specifications and drawings to ensure that technical designs provide appropriate solutions.
- Ensure solutions are developed for technical problems utilising good engineering practice, even when no guidance from standards are available; solutions will be researched, documented and backed by logical conclusions and calculations.
- Ensure reports, tenders, contracts, and other engineering documentation meet best practice standards and ICC's policies and requirements.
- Plan, programme, coordinate and write reports for specific projects.
- Ensure project handover is completed with appropriate documentation, updates of asset registers and briefings as necessary.
- Proactively identify and support the implementation of process improvements.
- Accurately record and maintain asset data and information in line with Council systems and requirements.
- Respond to detailed or technical customer service inquiries and requests in a timely manner.

Water Safety

- Lead the development of the Backflow policy as per the water safety plan; undertake consultation and engagement with external stakeholders including with suppliers, clients and the general public.
- Lead the implementation of the Backflow policy; provide education and training to external stakeholders to ensure future compliance.
- Provide advice and information to the public including Iwi and community interest groups.
- Lead the management and coordination of the backflow programme.
- Manage and administrate the requirements of the Backflow policy
- Assist with Water Safety planning and administration.
- Carry out inspections and monitoring as per the Backflow policy and when required.

Contract Management

- Support the Manager – Three Waters Operations in effectively maintaining 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.
- Support the development and delivery of the three waters infrastructure renewals and capital works programmes.
- Negotiate and administer contracts in accordance with ICC, Taumata Arowai and industry standards, including cost estimating, requests for proposals, evaluation of tenders, and appointment of contractors, contract preparation and contract variations as required.
- Act as the Engineers Representative to the assigned maintenance contracts, operations and projects effectively and efficiently whilst keeping within set budgets and timeframes.
- Undertake inspections to ensure the maintenance / capital contractor delivers against programs of work and meets service level targets.

- 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.
- Consult and negotiate with contractors as required.
- Attend and actively participate in contractor meetings.
- Receive and process contract claims in accordance with the contractual obligations.

Risk Management and Health and Safety

- Actively work to implement robust risk management practices to prevent risk to health, safety and the environment.
- Ensure the regular audits and reviews are undertaken to monitor compliance
- Ensure processes, procedures, plans and are up to date and reviewed on a regular basis.
- Monitor health and safety records and documents to ensure that they comply with the health and safety goals and objectives.
- Assist with the development of safe operating procedures and review the hazard registers for new and existing plant.
- Ensure health and safety is appropriately considered in all new designs, procurement and processes and is appropriately documented.

Leadership and Financial Management

- Act as the Manager – Three Waters Operations when required and carry out their duties and responsibilities.
- Provide mentorship, coaching and support for less experienced members of the team.
- Be part of the rostered on-call team to respond as required to failures outside normal working hours as part of the Stormwater bylaw.
- Alongside management, work within the financial activities and budgets under your control in accordance with Council guidelines, timelines and delegated responsibilities.
- Contribute to and prepare reports and budgets.

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 position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Bachelor of Engineering Technology (Civil Engineering) Level 7 or similar
NZ Full Driver's Licence

Desirable:

Project Management Certification
Traffic Controller or Site Traffic Management Supervisor qualification

Knowledge, Skills and Experience

Essential:

A minimum of 10 years professional experience in Civil Engineering, preferably with a focus on three waters maintenance and construction
Demonstrated electrical mechanical experience
Experience in design and contract supervision
Sound knowledge of contract management including NZS 3910 and its application
Good understanding of health and safety and risk management to ensure a safe work environment
Knowledge and understanding of relevant legislation for water supply, wastewater treatment and storm water
Good communication and relationship management skills
An understanding of consultation and engagement processes
Good problem solving and decision-making skills
Strong organisational and time management skills with the ability to work under pressure
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
Well-developed computer knowledge, particularly in the use of Microsoft Office, Word, Excel and PowerPoint, and 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:

Good working knowledge of IPS contract and asset management system
Good working Knowledge SCADA application

Agreement

Employee

Name	Sign	Date
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Manager

Name	Sign	Date
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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.