

Position Description

POSITION	: Water Services Reticulation Engineer
REPORTS TO	: Water Services Operations Team Leader
LOCATION	: Alexandra

Primary Objective

The Reticulation Engineer will be responsible for management of operations, maintenance and minor renewals of water, wastewater and stormwater reticulation networks across the district.

The objective is to ensure safe, reliable and trustworthy water, wastewater and stormwater services are delivered to our communities through forward works planning, maintaining asset information and operational management.

Your primary responsibility will be to ensure that

- forward work plans are in place,
- preventative maintenance activities are proactively undertaken
- management of reactive work
- day to day liaison with the reticulation contractor
- management of connections to the networks

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.

 **Be**
Respectful
 **Work**
together
 **Be**
courageous



Me manaaki tētahi ki tētahi, me
pakihiwitahi te tū – kia haere tahi ai tātou

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

Principal Duties and Responsibilities

Contract Management and Operational Delivery

- Day to day management of operations and maintenance activities associated with the reticulation operations and maintenance contract.
- Input into the development of contract documents and procurement of maintenance, operations and renewals activities in accordance with Council approved procurement plans.

- Input into contractor KPI performance and contract administration functions in regards to reticulation networks.
- Develop prioritised annual and 3-year operations programmes.
- Input into maintenance intervention and asset criticality strategies.
- Develop and undertake regular review and updates of operations processes and procedures.
- Carry out quality assurance activities to ensure Council requirements are being met.

Financial Management

- Work is managed to ensure that it is programmed and delivered within the value of the Council approved budgets.
- That work is delivered cost effectively.

Legislative Compliance

- Ensure the effective operation of council's water, wastewater and stormwater networks in compliance with legislative requirements, asset management plans and good practice.

Activity Management

- Ensure the provision of timely asset data, condition and compliance information to enable information management databases and asset registers to be maintained with up-to-date information.
- Provide technical input into assessments for extensions, improvements and new infrastructure, and major renewal programmes.
- Provide input into identifying, developing and prioritising works required for the long-term programme, activity management plans, and other plans where required.
- Provide input into Water Safety Plans.

Customer Engagement

- Ensure that a high level of customer service and engagement is provided at all times to both internal and external stakeholders.
- Provide timely and quality information regarding interruptions to supply, performance issues, and changes to levels of service to support public communication.
- Manage connections to the reticulation network
- Work collaboratively with stakeholders to provide effective solutions.

Collaborative Engagement

- Participate in regular planning exercises with other Three Waters Group members as appropriate.
- Develop and maintain positive communication with members of the public, contractors, elected members, and other staff and attend meetings as appropriate.

Key Result Areas

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. A positive working relationship is developed with the operations and maintenance contractor

2. Customer service is delivered in an efficient, courteous and professional manner
3. Councils asset information systems contain accurate maintenance and operations information.
4. Assigned projects are completed within time and resource constraints of the role.
5. Reports are generated to required standards.

Organisational Accountabilities

- Undertake other activities, duties or projects (including “internal projects”) as directed by your manager/group manager in an efficient and effective manner.
- Attend and participate in emergency operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.
- Assist Council, as required, in managing a civil defence event, having due regard to the safety of your family.
- Responsible for exercising professional due diligence when undertaking the responsibilities of the role in relation to both legislation for the supply of drinking water, and national environmental standards, regional plans and resource consents.
- Responsible for the safe management of group activities and to support and enable the CEO and Council as a PCBU to fulfil their duties under the Health and Safety legislation.
- Champion, comply and promote Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.

Position Requirements

- 5+ years plus experience with wastewater, water and stormwater reticulation preferred
- Able to work under pressure
- Experience in forward works programming.
- Understanding of drinking water and wastewater regulations
- Able to communicate Council water supply obligations, requirements, and information to customers and contractors
- Able to manage contractors and undertake contract administration
- Experience providing network construction advice and observation
- A practical attitude and a keen interest in helping to develop Central Otago District Council processes.

Relationships

External

Operations and Maintenance contractor,
Contractors, consultants and service providers
Regulators, including Tuamata Arowai,
Otago Regional Council
Civil Defence Emergency Management
Members of the Community (Customers)

Internal

Group Manager – Three Waters
Council leadership team
Water Team

All staff