

## Position Description

<b>POSITION</b>	<b>: Water Services Treatment Plant Engineer</b>
<b>REPORTS TO</b>	<b>: Water Services Operations Team Leader</b>
<b>EMPLOYMENT TYPE</b>	<b>: Permanent</b>
<b>LOCATION</b>	<b>: Alexandra</b>

## Primary Objective

The Treatment Plant Engineer will be responsible for management of operations, maintenance and renewals of water and wastewater treatment plants across the district.

The objective is to ensure safe, reliable and trustworthy water and wastewater 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
- treatment plants perform at their best at all times.

Treatment sites includes the 8 water treatment plants, 7 wastewater treatment plants, and all pumpstations.

## 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.



**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 treatment plant operations and renewals contracts.
- 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 treatment plant sites.
- Develop prioritised annual and 3-year operations and renewal programmes.
- Input into maintenance intervention and asset criticality strategies.
- Develop and undertake regular review and updates of operations plans.
- responsible for ensuring that the operations and maintenance manuals are kept up to date and fit for purpose.
- Assist in the development of a strategy for each treatment site to ensure that the long-term performance of the plant is improved.

### 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 and in accordance with Councils procurement requirements.

### Legislative Compliance

- Ensure that the legal requirements for operating all existing water supply and wastewater plants are met.
- Ensure the effective operation of council's water, and wastewater systems in compliance with legislative requirements, asset management plans and good practice.

### Activity Management

- Assist in developing and implementing a plant performance tool/dashboard for each treatment site.
- Ensure the provision of timely asset data, condition and compliance information is provided 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.
- Identify and communicate risk at treatment sites to the relevant stakeholders.

### 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.

## 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, and elected members, and other staff and attend meetings as appropriate.

## 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

- 10 years plus experience with wastewater and water treatment plant operations preferred
- Experience in forward works programming.
- Have or be working towards Level 4 wastewater/water qualification.
- Understanding of drinking water and wastewater regulations
- Experience in operational budgeting.
- Experience in maintenance scheduling.

## Relationships

### External

Operations and Maintenance contractor,  
electrical and mechanical contractors  
Contractors, consultants and service  
providers  
Regulators, including Tuamata Arowai, Otago  
Regional Councils, Civil Defence Emergency  
Management

**Internal**

Group Manager – Three Waters  
Council leadership team  
Water Team  
All staff  
Elected Members