

ROLE DESCRIPTION

August 2019

Title & Reporting Relationships

Position Title:	Laboratory Technician, Water and Waste Water Treatment Team, Infrastructure Services Group
Grade:	SP 11
Reports to:	Laboratory Manager
Direct Reports:	Nil
Purpose of the Group and the Position:	<p>The Infrastructure Services Group is made up of seven main teams: Water & Wastewater Assets; Access and Transport; Stormwater & Coastal Assets; Solid Waste Assets; Wastewater & Water Treatment; Operations; and the Project Management Office.</p> <p>The teams work collaboratively to ensure the Council is able to develop, implement and maintain the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner.</p> <p>Within this Group, the Water and Waste Water Treatment Team is comprised of 3 sub-teams: Bulk Water Treatment, Waste Water Treatment, and Laboratory. Collectively the team is responsible for the management, operation and maintenance of the several water and wastewater treatment plants and services.</p> <p>Working within the Laboratory Team, the Laboratory Technician is responsible for providing laboratory services to monitor treatment plant processes (Water and WasteWater) and the effects these plants have on the environment.</p>
Indirect Reports:	Nil
Internal Customers:	<p>This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:</p> <ul style="list-style-type: none"> Laboratory Manager Other Laboratory Technicians Water and Wastewater Treatment Plant Managers Water Treatment Team members Wastewater Treatment Team members Environmental Health Officers Other Council Staff

External Customers: Greater Wellington Regional Council
Public Health Service
Waste Management Contractors
Various External Contractors

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

KEY RESULTS AND OUTCOMES

Technical

- Carry out routine Chemical analyses to the standards laid down.
- Carry out routine Microbiological testing.
- Calibrate and maintain laboratory equipment to specification.
- Contribute to upholding of an IANZ accredited Laboratory.
- Prepare reagents and standards in accordance with Standard Methods.
- Be responsible for maintaining adequate stocks of laboratory consumables and advising on purchasing requirements.
- Collect samples from a variety of locations from time to time.
- Accurately record / document and check all results.
- Accurately enter results into the Laboratory Database.
- Contribute to the achievement of Business, Annual and Strategic Plan objectives.
- Undertake any other duties as may be required from time to time.

Legislative Compliance

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

Project Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.
- Maintain confidentiality at all times.

Teamwork

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated EDRMS system, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- Demonstrated understanding of the Resource Management Act 1991, Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996 and other relevant legislation.
- Carrying out routine chemical analyses and microbiological testing;
- Calibrating and maintaining laboratory equipment to IANZ specification;
- Collecting samples from a variety of locations;
- Ensuring adequate stocks of laboratory consumables and advising on purchasing requirements;
- Preparing reports and testing certificates for the analyses done and maintaining the laboratory database.
- A tertiary science qualification and/or relevant work experience.
- The ability to use computers and common software applications.
- The ability to safely and competently undertake the physical tasks associated with the requirements of the role including swimming.
- An ability and willingness to work on a 7 days' roster.
- The ability to drive a manual car and hold of a current and valid Full NZ Drivers' licence.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.