

ROLE DESCRIPTION
August 2023

Title & Reporting Relationships

Position Title: **Water and Wastewater Asset Engineer (Te Kaipūkaha Wai me te Whakapai Wai), Water and Wastewater Asset Team, Infrastructure Services Group**

Grade: SP 17-18

Reports to: Manager, Water and Wastewater Services

Direct Reports: Nil

Delegated Authority **Financial:** This position holds a financial delegation of \$25,000. The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.

Purpose of the Group and the Position: **The Infrastructure Services Group** is made up of seven teams: Access and Transport; Water and Wastewater Assets; Project Management Office; Operations; Coastal Projects; Stormwater & Coastal Assets; and Sustainability and Resilience.

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.

Within this group, the Water and Wastewater Asset Engineer role works in the Water and Wastewater Services team. The role has a key part to play in the delivery of the capital works programme working with and supporting the Senior Asset Planning Engineer/s for Water and Wastewater, Senior Network Planning Engineer and the ongoing management and improvement of asset and compliance monitoring and reporting systems.

Direct Reports: NIL, or as may be temporarily required by the Manager, Water & Wastewater Services on a project needs basis.

Internal Customers: This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including: Senior Asset Planning Engineer/s for Water and

Wastewater, Senior Network Planning Engineer, Water and Wastewater Utility Operations Managers and Supervisors
Water and Wastewater Treatment Plants Manager and Supervisors
Water Use Advisor
Finance Team
Stormwater and Coastal Asset Manager
Resource Consents & Compliance Team
Information and Communications Technology (ICT) team
Other Council staff as required.

External Customers: Tangata whenua
Consultants
Contractors
Community Groups
Residents and Ratepayers
Greater Wellington Regional Council
National Transition Authority (DIA)
Emergency Services
Developers, surveyors, valuers, and auditors
Computer Software Providers

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.

We require that all staff demonstrate behaviours that underscore 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.

FUNCTIONAL KEY RESULTS

The Water & Wastewater Asset Engineer has two primary responsibilities:

- Engineering Project and contract management and administration to support the Senior Asset Planning Engineer for Water and or Wastewater Services / Senior Network Planning Engineer in the delivery of the capital works programme and operational projects.
- Asset and compliance data management and reporting responding to customer enquiries and maintaining data integrity and supporting the ongoing use and improvement of monitoring and reporting systems.

Engineering Project and Contract Management and Administration

- Proactively manage projects assigned by the Senior Asset Planning Engineer for Water and Wastewater Services and / or Senior Network Planning Engineer to agreed timeframes, specification, and allocated budget.
- Undertake project planning, procurement, implementation, commissioning, and handover in accordance with Council processes and procedures including management of consultants and contractors.
- Act as Engineer's Rep or Engineer's Site Rep to contracts with NZS 3910 / 3916 or other agreed general conditions of contract including Short Form of Agreement (SFA).
- Arrange and undertake construction site visits and inspections to monitor and record progress and identify and resolve any non-conformance or safety matters requiring correction.
- Prepare and maintain current project and contract management and administrative documentation using Council templates.
- Check and process accounts for payment and ensure invoices are coded correctly.
- Monitoring, analyze and report on project and contract progress regularly to manage risk.
- Prepare and circulate project updates and information to staff and key stakeholders as required.

Asset Data Management

- Accurate and timely entry of new asset data into the Asset Management System (Infonet) from available sources such as service requests, subdivision, and capital works as-builts
- Regular updating of Water, Wastewater, Stormwater and Coastal asset data to dependent systems such as Council GIS and financial systems
- Undertake regular asset data integrity audits to analyse and identify any inconsistent and/or non-conforming data anomalies.
- Investigate and undertake desktop and field investigations to resolve and verify any data anomalies.
- Uploading of asset investigations, performance monitoring and testing such as visual inspections(CCTV), condition assessments, SCADA information and other test results
- Assist with project planning, implementation, and management of asset data collection related projects.
- The collation and analysis of water and wastewater activity data and preparation of statistical and textural reports as required.
- The periodic review of asset data collection, management and reporting systems and liaison with associated staff to identify of potential improvements.
- Assist in the scoping and implementation of agreed system improvements.
- Liaise with staff and external valuers to assist in asset revaluation process.
- Prepare maps, analyse, letters, reports etc. as required.
- Carry out minor revisions of drawings using computer aided drafting (CAD) copy and issue drawings.

Asset Development

- Provide general and technical advice on water and wastewater issues when required. e.g., to the Resource Consents team.
- Ensuring Councils requirements are met for high quality asset being vested in Council through sub-division and land development process.
- Providing technical engineering advice on subdivision and land development.
- Maintaining and updating Councils Subdivision and Development Principles and Requirements [SDPR].

- Maintaining and updating Councils QAS manual for processes related to subdivision and land development.
- Providing technical knowledge around land engineering matters; and
- Providing pre application advice and participating in design and review meetings on matters of subdivision and land development.

Compliance data management

- Assist with project planning, implementation, and management of compliance data related projects.
- Assist with the implementation and rollout of compliance management systems for water and wastewater.
- The periodic review of compliance data collection, management and reporting systems and liaison with associated staff to identify of potential improvements.
- Assist in the scoping and implementation of agreed system improvements.
- Undertake periodic compliance data integrity audits to analyse and identify any inconsistent and/or non-conforming data anomalies and corrective actions.
- Liaise with relevant staff to communicate and support correction of data anomalies.

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)

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.
- Provide the main point of contact for Call Centre and Customer Services regarding enquiries to the public counter or telephone enquires related to water and wastewater services and prepare and provide advice to customers and issue asset maps/plans/reports as required.
- Process and administer applications for new connections to the water and wastewater network.
- Monitor and timely completion of assigned service request (SR) actions and associated SR recording and close out processes.

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 accordance with current policy and procedures.
- ensure you work within your financial delegation.

Monitoring and Reporting

- Contribute to monthly and other team reporting requirements.

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

Asset management plans and other

- Contribute to the development of the Annual Plan and LTP, AMP and responses to submissions.
- research, source, and co-ordinate information to assist with the completion of Asset Management Plans.

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
- 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.

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.
- meet performance and development plan outcomes and other KPIs as agreed with Water and Wastewater Asset Manager.

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.

PERSON SPECIFICATION

Essential Skills, Knowledge, and Experience

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organization.
- Demonstrated ability to build and maintain effective professional working relationships with all key stakeholders, including with other council staff members based on a collaborative, collegial and cooperative working style.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- strong interpersonal skills and the ability to build and maintain effective professional working relationships and work effectively as part of a team.
- Experience in effective project and contract management and administration
- commitment to team objectives and willingness to support others to achieve team priorities
- Excellent communications skills, both written and oral including report writing
- Commitment personal development and learning
- Competency in Microsoft applications and experience using GIS software
- Relevant Engineering qualification, preferably a Civil/mechanical engineer with relevant work history and skill set.
- Holder of a current and valid NZ Drivers' licence and other special licences relevant to the role as may be required e.g.: HT 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, Emergency Management and Business Continuity Duties

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

Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

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.