

JOB DESCRIPTION
December 2025

Title & Reporting Relationships

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| Position Title: | Trade Waste Officer, Environmental Health and Licensing Team, Customer and Community Group. |
| | Warranted role |
| Grade: | SP 14 |
| Reports to: | Team Leader, Environmental Health and Licencing. |
| Direct Reports: | Nil |
| Purpose of the Group and the Position: | <p>The Customer and Community Group plays a key role in Councils' daily customer interactions, providing support at our Customer Service desks, assisting local business and customers with environmental standards, and helping residents and visitors access our facilities, services, and programs at locations such as swimming pools, libraries, museums, parks, and events. This group fosters connections between the community and the services we offer to enhance everyday life in the district.</p> <p>Within this Group the Trade Waste Officer ensures the effective implementation and operational delivery of the Council's Trade Waste Bylaw along with supporting environmental strategies and programmes.</p> <p>This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:</p> |
| Internal Customers: | Team Leader Environment Health and Licencing Manager Environmental Standards Manager Wastewater Team Leader Building Approvals Treatment and Plant Operators Elected Member |
| External Customers: | TW Consent Applicants Existing TW Customers Consultants Business Owners |

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. 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 influences 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 all staff to 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 Te Tiriti o Waitangi within the context of a local authority.

Functional Key Requirements

- The role focuses on monitoring and managing discharges to the stormwater and wastewater networks, engaging with businesses to promote compliance and pollution prevention, and taking corrective action when required. Working collaboratively across Council and with external stakeholders, the position plays a key role in protecting the Kapiti Coast environment, improving water quality, and supporting sustainable management of the District's infrastructure and natural resources.
- Trade Waste Officer will:
 - Implement and monitor compliance with the Council's Integrated Trade Waste and Wastewater Bylaw, to support the protection of the waterways and infrastructure.
 - Issue Trade Waste consents in accordance with the KCDC Trade Waste bylaw
 - Inspect and assess commercial and industrial sites to identify non-compliant discharges and support businesses to meet relevant bylaws and consent requirements.
 - Monitor trade waste consents and Pollution Prevention Plans ensuring accurate documentation and timely reporting.
 - Collect, analyze and report environmental data to inform planning, policy and continuous improvement initiatives.
 - Understand network restrictions and tailor discharge requirements to help balance the function of the Council's wastewater network.

Personal Key Results

- Demonstrate commitment to organizational 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 to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o 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 workplace 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 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.

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Essential Skills, Knowledge and Experience

- Bachelor's Degree in Environmental Management, Science or Engineering.
- At least 3 years of relevant experience with demonstrated experience in industrial processing.
- Strong analytical, problem solving and lateral thinking skills
- Excellent verbal, written and interpersonal communication
- Demonstrated ability to build and maintain effective professional working relationships with all key stakeholders.
- Proficient in Microsoft Office.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Holder of a current and valid 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.

Te Tiriti o Waitangi

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

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 members' 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.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

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| Leadership | <ul style="list-style-type: none"> • All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values. • Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions. |
| Legislative Compliance | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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. • Always maintain confidentiality. |
| Teamwork | <ul style="list-style-type: none"> • 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. |
| Monitoring and Reporting | <ul style="list-style-type: none"> • Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes. • Review, monitor and report on activity or projects as required by the manager. |
| Relationship Management | <ul style="list-style-type: none"> • 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. |

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| Information Management | <ul style="list-style-type: none">• Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy. |
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