

JOB DESCRIPTION
Approved January 2026

Title & Reporting Relationships

Position Title: **Manager Water Treatment Plants;**
Te Kaiwhakahaere Whakapai Wai Māori, Water and
Wastewater Services Team, Infrastructure and Asset
Management Group.

Warranted role

See structure chart for further detail of each team

Grade: SP 20

Reports to: Manager Water and Wastewater Services

Direct Reports: 1 X FTE

Indirect Reports: As may be required pending the nature of a project or specific section of work programme,

Delegated Authority
Financial: This position holds a financial delegation of \$50,000. 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.
Human Resources: This position holds a delegation at Level D.
A copy of the HR Delegations is attached.

Purpose of the Group and the Position:
The Infrastructure and Asset Management Group comprises: Development Control; Project Management Office; Operations; Access and Transport; Stormwater and Coastal Assets; Water and Wastewater Services; Property and Facilities Maintenance; and Emergency Management. The Group is responsible for developing, implementing and maintaining 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 the Water & Wastewater Treatment Team the Water Treatment Plants Team is responsible for operating and maintaining five operational water treatment plants, 8 Waikanae Barefield Sites and 2 x emergency bore sites. In addition, they are responsible for monitoring the water quality in the reticulation and the control systems at the service

reservoirs. They will also have the task of managing six supplementary production bores.

The details of the sites and description as given below:

- Five Treatment Plants
 - Waikanae Water Treatment Plant, at 26 Reikorangi Rd, Waikanae.
 - Paekakariki Water Treatment Plant (Two Bores) at 350 SH 59.
 - Hautere Water Treatment Plant (Two Bores) at 655 Otaki Gorge Rd, Hautere.
 - Tasman Rd Water Treatment Plant (got Two Bores but one is not used) at 130 Tasman Rd Otaki.
 - Rangiuru Rd Water Treatment Plant (One Bore) 167 Rangiuru Rd, Otaki.
- Seven operational River Recharge bores located across Waikanae
- Emergency bore sites at Rangihora & Otaihanga
- The plant and equipment stored in the decommissioned Waitohu Water Treatment Plant building.

The Water Treatment Plants Manager carries out the supervision of the installation, operation, maintenance and repair of plants and equipment at the Water Treatment facilities throughout the District. The role is responsible for ensuring all the Water Treatment Plants are able, at all times, to supply potable water to all its connected customers. All water must be treated to the high standards required for public health and the protection of the environment within the Council's goals and objectives as outlined in the Council's Annual Plan. A key function of this role will be to provide management skills and technical expertise to ensure that the Water Treatment Plants deliver water to the high standards required for public health.

The Water Treatment Plant Manager is responsible for annual updating the Water Safety Plan.

Due to the nature of this role, the ability to respond in the case of 'after-hours' flooding events may be required to assessing the damage on the services and work on recovering the functions of the different treatment plants, particularly the water supply.

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

Internal Customers:

- Group Manager Infrastructure Services
- Manager Water and Wastewater Services
- Manager Wastewater Treatment Plants
- Laboratory Manager
- Operations Manager
- Water Treatment team
- Manager Utilities Infrastructure

- Human Resources Team
- Health and Safety Team
- Finance Team
- Corporate Services Team
- Access and Transport Team
- Emergency Operations (Civil Defence)
- Environmental Health Officers
- Staff from other teams across the Council

External Customers:

- Ratepayers
- Citizens
- Water Treatment Plant neighbours
- Health Compliance Authority
- Mana whenua
- Taumata Arowai / Department of Internal Affairs
- Commerce Commission
- Wellington Regional Emergency Management Operations (WREMO)
- Fire and Emergency NZ (FENZ)
- Contractors/Consultants
- Suppliers
- Dangerous Goods Inspectors
- Resource Consent Authority

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

- Manage the Water Treatment staff, contractors, suppliers and consultants, and plan, develop and implement quality assured procedures for the operation and maintenance of all plants within the District so that:
 - The processes are kept stable in a cost-effective manner.
 - The Council's financial, administrative and reporting processes are complied with.

- Deliver a safe, reliable, and compliant potable water supply across the district by effectively managing the operation, maintenance, and renewal of all water treatment plants and associated assets.
- Ensure full and ongoing compliance with drinking water quality regulations, public health requirements, environmental legislation, resource consents, and Council policies, with no unplanned regulatory breaches.
- Health and safety of all persons is safeguarded. Ensure regular Health and Safety audits are undertaken and health, safety and wellbeing practices are followed.
- Ensure effective management of staff resources to enable normal workload can be adequately achieved and 24 hour a day, 7 days a week cover is ensured at all times.
- Maintain treatment plant performance at or above agreed service levels, including water quality, plant availability, process reliability, and operational resilience. Assets are maintained in optimum condition on a risk-based approach. All plants and their grounds are kept secure, clean and tidy.
- Ensure appropriate procedures are in place to enable accurate record keeping of all aspects of the Wastewater Treatment Plants operations.
- Lead and manage operational teams to achieve high standards of safety, competency, and performance, ensuring staff capability meets regulatory and operational requirements.
- Implement continuous improvement initiatives to optimise operational efficiency, asset lifecycle value, risk management, and cost control. Keep up to date and aware of new technological developments.
- Contribute to Council's strategic and financial objectives by supporting the delivery of Annual Plan and long-Term Plan outcomes, including capital works and operational budgets.
- Lead effective responses to operational incidents and emergency events impacting water services, including regulatory notification, impact assessment, stakeholder coordination, and timely service restoration.
- Monitor, report, and act on performance against agreed KPIs, audit findings, and compliance requirements, ensuring transparency and accountability to Council and regulators.
- Ensure compliance with the Resource Management Act, Water Services Act 2021, Local Government (Water Services) Act 2025, Water Services (Drinking Water Standards for New Zealand) Regulations 2022, Health and Safety in Employment Act 2015, Hazardous Substances Act, Water Supply Bylaw 2013, Trade Waste bylaw and any other relevant legislation affecting the management of assets and delivery of water services.

Planning and Policy

- Assist the Group Manager with the production of work plans for Council consideration that provides for the proper operation and rehabilitation, in both the long and short term, of the District's water supply and water treatment which meets the requirements of Council and the community.

Leadership

- Build and maintain a happy, high performing team.
- Ensure that your staff are current in their knowledge in legislation and training is available to keep pace with best practice.
- Effectively manage day to day work output and timeframes.
- Schedule and conduct regular team meetings to enable the team to be informed and up to date in their areas and those areas that cross over with other teams.

- Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner.
- Ensure adequate provision of backup/cover for team members.
- Be a role model for the delivery of consistent high customer service levels to internal and external customers and champion Council values.
- Establish an effective performance culture within the team, including ongoing performance appraisals with clear performance indicators and consistent standards. Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate.

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 to enhance skills and knowledge applicable to current and future positions.
- Exhibit behaviour which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

Health and Safety

Our managers are expected to be champions for health & safety excellence. All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying workplace hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required to achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, 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

- National Diploma in Water Treatment Level 5 or equivalent (industry credential / Tertiary degree or diploma in Civil/Environmental Engineering, Science or relevant technical field).
- Hands-on experience with water treatment processes and technologies; strong problem-solving and communication skills
- 5+ years' relevant experience in water treatment, ideally with staff management exposure.
- Mandatory safety and technical training (confined space, chemical handling, first aid etc.)
- Leadership experience with project management and compliance delivery.
- 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.
- 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 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.

JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

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. • People Leaders are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice. • Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams. • Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards. • Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.
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.
Financial Management	<ul style="list-style-type: none"> • Ensure all financial activity is conducted in accord with current policy and procedures. • Ensure you work within your financial delegation.
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.
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.