

# JOB DESCRIPTION

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**Name of Job Holder:** Vacant

**Title:** Junior Engineer

**Core Purpose:** To provide support in the planning, implementation and management of 3 waters operations, maintenance, renewals and capital project programming within the Horowhenua district and to provide support in the development, production and implementation of civil-engineering infrastructure designs, specifications and contract documentation.

**Department:** Infrastructure Services

**Reports to:** Alliance Manager

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## *What Drives What we Do*

We are here to serve the community and to build long-term customer confidence based on our vision, our mission and our values.

## *Our Vision*

Working together to take Horowhenua from good to great.

## *Our Mission*

In achieving our vision we will ensure that we are working towards:

- Customer Excellence
- Operations Excellence
- Product Excellence
- People Excellence

## *Our Values*

**Greatness** - *We never settle until our good is better and our better is great!*

**Real unity** - *We make it happen, together!*

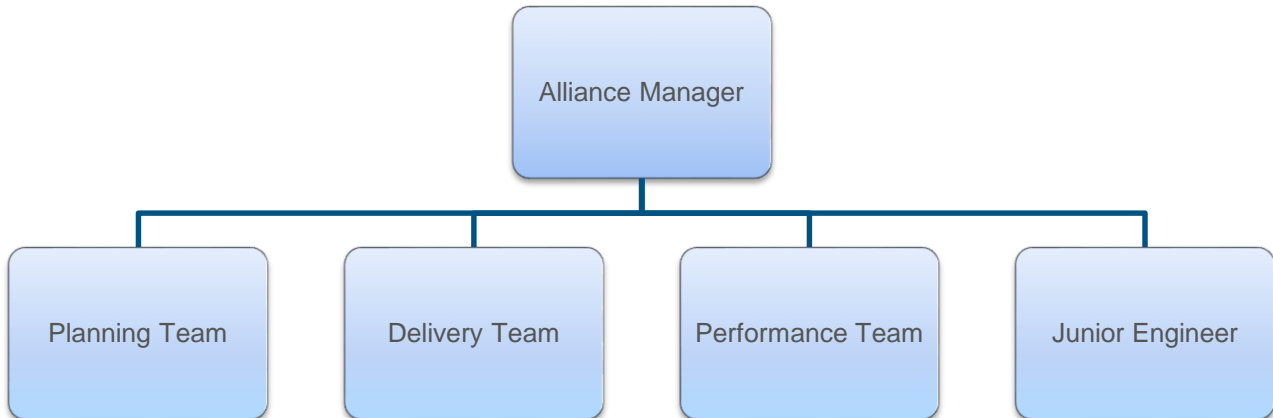
**Energy** - *We use our energy to perform and succeed!*

**Achievement** - *We deliver exceptional results!*

**Trust** - *We create trust by living with integrity!*



## Organisation Context



### Key Performance Outcomes of this Role

1. To provide support in planning, implementation and project management of 3 waters operations, maintenance renewals and capital project programming.

#### What will I be doing?

- Effectively applied Alliance methodology and enforced project standards
- Minimizes our exposure and risk on work stream
- Ensure job documents are complete, current and stored appropriately
- Manage NCR tracking process
- Assist in creation of project briefs
- Perform a wide variety of routine assignments which are clearly defined and require the application of standard design engineering techniques, procedures and criteria.
- Prepare models engineering specification, data sheets, sketches, drawings and perform calculations in support of engineering activities
- Evaluate the selection and/or modification of standard techniques, procedures, criteria and systems to efficiently meet project goals.

#### How will I know I am doing it well?

- Correct project documentation is always available
- All risks are fully documented and actioned
- All job documentation is completed
- All engineering activities are peer reviewed from within the Alliance team
- The Alliance project management systems are used to help drive the performance framework and the Alliance achieves all KRA's and KPI targets

2. To effectively communicate all relevant information to the Alliance Management team

#### What will I be doing?

- Effectively communicating all relevant job information to the Alliance Management team
- Understands how to communicate difficult/sensitive information tactfully.
- Resolves and/or escalates issues in a timely fashion.

#### How will I know I am doing it well?

- All stakeholders updated and happy with communication

- Identified and managed issues.

### **3. To assist with managing successfully the Client and Supplier Management relationship (Internal & External)**

#### ***What will I be doing?***

- Manages day to day interactions with internal & external clients and suppliers
- Sets and manages expectations and clarifies work assignments
- Develops lasting relationships with client & supplier personnel that foster closer ties.
- Communicates effectively to identify needs and evaluate alternative business solutions.
- Continually seeks opportunities to increase customer satisfaction and deepen relationships.

#### ***How will I know I am doing it well?***

- Good communication exists with results in effective and efficient suppliers.
- Feedback from clients and suppliers is positive and they are satisfied

### **4. To maintain a continuous improvement approach with regards to Internal Operations**

#### ***What will I be doing?***

- Suggests areas for improvement in internal processes along with possible solutions.
- Complies with and helps to enforce standard policies and procedures.
- Prepare planning documents, reports, studies, and calculations.
- Perform data analysis using Microsoft Excel and Access.
- Provide support in the schedule development and maintenance using Microsoft Project.
- Provide recommendations to the Alliance management team to improve process efficiency and quality of deliverables

#### ***How will I know I am doing it well?***

- There will be zero negative contractual issue outcomes.
- All delegated authorities and business processes are followed.
- All Alliance documents are updated and filed regularly

### **5. Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.**

#### ***What will I be doing?***

- Additional tasks, duties or responsibilities as directed by the manager
- Assist any other department of Council when required and as agreed
- Participate in Council's response to emergency events as practicable
- Extend own professional development
- Actively participate in and contribute to performance improvement and development
- Participate and contribute to management support initiatives
- Process all Council information as per approved electronic records management system and procedures

#### ***How will I know I am doing it well?***

- Reasonable additional tasks, duties or responsibilities are carried out as agreed with the manager
- Involvement is timely and professional
- Appropriate training and development and professional development is identified and undertaken as agreed with line manager

- Council information is stored and accessible in the required systems and using the appropriate processes and tools
- Effective participation in management support and organisational activities

**6. Maintain high standards of health and safety as per legislative standards to ensure a healthy working environment for staff.**

***What will I be doing?***

- Take responsibility for being aware of Council's Health and Safety Management systems and procedures and know about own responsibilities and the procedures to follow in relation to health and safety
- Accurately identify and report any hazards, near misses or incidents
- Adhere to HDC health and safety policies and procedures, and any modifications that may be introduced from time to time
- Take all practicable steps to ensure own and other's safety in the workplace
- Helping new employees, trainees and visitors to the workplace understand the right safety practices and why the practices exist
- Participate in relevant emergency response training and duties as performed by the Safety Committee

***How will I know I am doing it well?***

- Safe working practices are being applied
- All HDC activities are being performed safely without injuries on duty
- Hazards, near-misses or incidents are reported in a timely and accurate manner
- Working area and office is clean and safe as per legislative requirements
- Wears protective clothing and equipment (if applicable)
- Partake in H&S training as and when required

***Contractors agree and comply with Council's H&S requirements as outlined in Council's H&S Systems, tender and/or contract documents.***

***Minimum Requirements***

- **Education / Qualification:** Appropriate Engineering Degree e.g. BE Civil, BE Environmental or equivalent, approved by NZQA or IPENZ.
- **Experience:** Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures and equipment. Ability to identify where things could go wrong and initiate back up plans (Risk Management).
- **Additional Minimum Requirements:**
  - Current drivers licence
  - Willingness to provide consent for pre-employment checks such as psychometric assessments, Ministry of Justice Checks, and Drug and Alcohol screening tests.
  - Intermediate computer literacy
  - Well organised and disciplined.
  - Effectiveness as a communicator (both written and verbal) and integrator.
  - Able to earn perceived authority – earn respect, and motivate people.
  - Flexibility and adaptability.
  - Preference for significant initiative and leadership.
  - Willing to make decisions.
  - Poise, energy and enthusiasm, imagination and spontaneity
  - Able to balance technical solutions with time, cost and human factors.
  - Able to identify and organise resolution of problems.
  - Able to manage multiple tasks at a single time.
  - Continue growing learning & development opportunities

## Knowledge and Skill Requirements of the position

### Organisation Specific Induction:

- Overview on key stakeholders
- Overview on Council services
- Council policy and procedures
- Council Health and Safety system and procedures
- Company values
- HR policies and procedures

### Job Specific Induction:

- TRIM
- Authority
- Requisition processes
- Recruitment process
- Knowledge of Resource Management Act and LGA
- GIS programs such as MapInfo.
- Relevant reporting and administration procedures
- Standing written service level agreements with key contractors for water services

### Job Specific Knowledge and Skills:

- Local Government Act
- Drinking Water Standards
- The Health and Safety Act
- The Drinking Water Amendment Act
- Horizons One Plan

## Competency Summary Table

- **Achievement** – Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.
- **Communication** – Communicate in a clear, confident and articulate manner. Is effective at influencing others
- **Implementation** - Reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.
- **Resilience** – remains calm, composed, and optimistic in stressful or high pressure situations.
- **Self-Insight** – Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
- **Strategic Agility** – Take a big-picture, long term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
- **Business Acumen** – Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.
- **Teamwork** - Supports and collaborates with team members to achieve targets.
- **Mental Power** – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts

## Work Context

Normal office hours, although some flexibility would be required in order to attend Community meetings, events, and Council related meetings. Position will operate indoors and outdoors. This position will support the effective day to day management of operations which deliver successful Water Service Projects. The job holder may occasionally be required to attend to after-hours calls to meet the water supply operations or in times of emergency.

## ***Financial Authority***

None

## ***Number of Direct and Indirect Reports***

No direct or indirect reports

## ***Key Relationships***

### **Internal:**

- Chief Executive Officer
- Executive Management Team
- Mayor, Councillors and Community Board Members
- Financial Services Staff
- Infrastructure Group Staff
- Customer Services Staff
- Human Resources Staff
- Property and Legal Staff
- Regulatory Staff
- Alliance Manager
- Planning Managers
- Operations Managers
- Performance & Technical Manager

### **External:**

- Council stakeholders
- Ratepayers, residents and members of the public
- Council suppliers, contractors and other professional service providers
- Emergency Management Agencies
- Regional Transport Advisory Group
- Managers and staff in Local Government New Zealand
- Managers and staff in IPENZ
- Managers and staff in key Government agencies
- Managers and staff at Horizons Regional Council
- Managers and staff at neighbouring Local Authorities
- Developers
- Landowners
- Iwi
- Other third parties (clients/customers)
- Supervisors/Field Crew/Subcontractors