

3 Waters Project Engineer

UNIT/TEAM	Infrastructure Operations
REPORTS TO	3 Waters Technical Team Leader
ROLE PURPOSE	As a member of the Infrastructure Operations team this role is responsible and accountable for the delivery of job specific responsibilities in line with their Business Units program of work which includes ensuring environmental risks are minimised and infrastructure is run efficiently.

HOROWHENUA 2040 VISION

Growing neighbourhoods and building stronger communities together.

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hāpori – mai i te pae maunga o Tararua ki te moana - With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

COUNCIL'S VISION

Working together to take Horowhenua from good to great.

COUNCIL'S 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!

KEY RESULT AREAS

KEY RESPONSIBILITIES	SUMMARY OF OUTCOMES
3 Waters Management	<ul style="list-style-type: none"> • Assist the 3 Waters Technical Leader to ensure Council's 3 Waters portfolio is managed in an effective and efficient manner. • Accurate professional advice is provided on all 3 Waters and associated matters. • Ensure that treated effluent land base disposal sites are operated as per resource consents. • Develop and/or assist with 3 Waters related project scoping. • Deliver 3 Waters projects • Provide technical inputs to enable effective management of Council's 3Waters Activity.
Capital and Maintenance Works Programme	<ul style="list-style-type: none"> • Input is given to the 3Waters capital and maintenance works programmes as required. • Deliver 3Waters projects to required objectives such as timelines, budgets and other objectives are met. • Work collaboratively within Council, contractors, consultants and other stakeholders in 3Waters space. • Reviews, audits and processes project financial claims.
Strategic Council Reports, Plans and Strategies	<p>Contribute to the 3 yearly Long Term Plan process.</p> <p>Contribute to the Annual Plan and Annual Report processes.</p>
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.	<p>Additional tasks, duties or responsibilities as directed by the manager.</p> <p>Assist any other department of Council when required and as agreed.</p> <p>Participate and contribute to management support initiatives.</p> <p>Process all Council information as per approved electronic records management system and procedures.</p>
Customer Focus	<p>Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.</p>
Organisational Support	<p>Participates in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p>

	<p>Develop and maintain professional knowledge and contacts.</p> <p>Participates in Council's performance management programme.</p>
<p>Take all reasonable practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person through your actions or inaction.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with HDC's Health and Safety Policy</p>	<p>Work-related accidents, incidents and illnesses are reported through the HDC health & safety programme PeopleSafe.</p>

DELEGATIONS

Direct Reports	No	
Financial	<p>Annual Operating budgets would apply as approved by the Chief Executive Officer.</p> <p>Financial delegation is \$ TBC for operational expenses within an approved budget and TBC for capital expenses within an approved budget.</p> <p>Statutory delegation would apply as approved from Council from time to time</p>	
Warrants Required:	TBC	
Legislative Function:	Legislation and/or Bylaw	Section and/or Bylaw

COMPETENCIES

A successful 3 Waters Project Engineer at HDC will demonstrate the following competencies:

- **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.
- **Implementation** - Is 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** - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business.
- **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.

EXPERIENCE/QUALIFICATIONS

Essential:

- Experience working at Local Authority environment

- 3 years plus experience in scoping and delivering 3Waters projects
- Tertiary qualification in Engineering and/or equivalent experience
- Excellent written and oral communication skills
- Project management experience
- Willingness to undergo pre-employment checks and screenings such as psychometric assessments, drug- and alcohol testing, etc.
- A current and valid NZ driver's license

KEY RELATIONSHIPS

Internal:

- Chief Executive
- Group Managers
- Other Council Managers and staff
- Mayor, Councillors and Community Board Members

External:

- Council stakeholders
- Council suppliers, contractors and other professional service providers
- The Horowhenua Community
- Local Iwi Groups
- Members of the general public

CIVIL DEFENCE DUTIES

All staff of Horowhenua 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.