

# ASSET ENGINEER WATER AND WASTEWATER

## POSITION DESCRIPTION

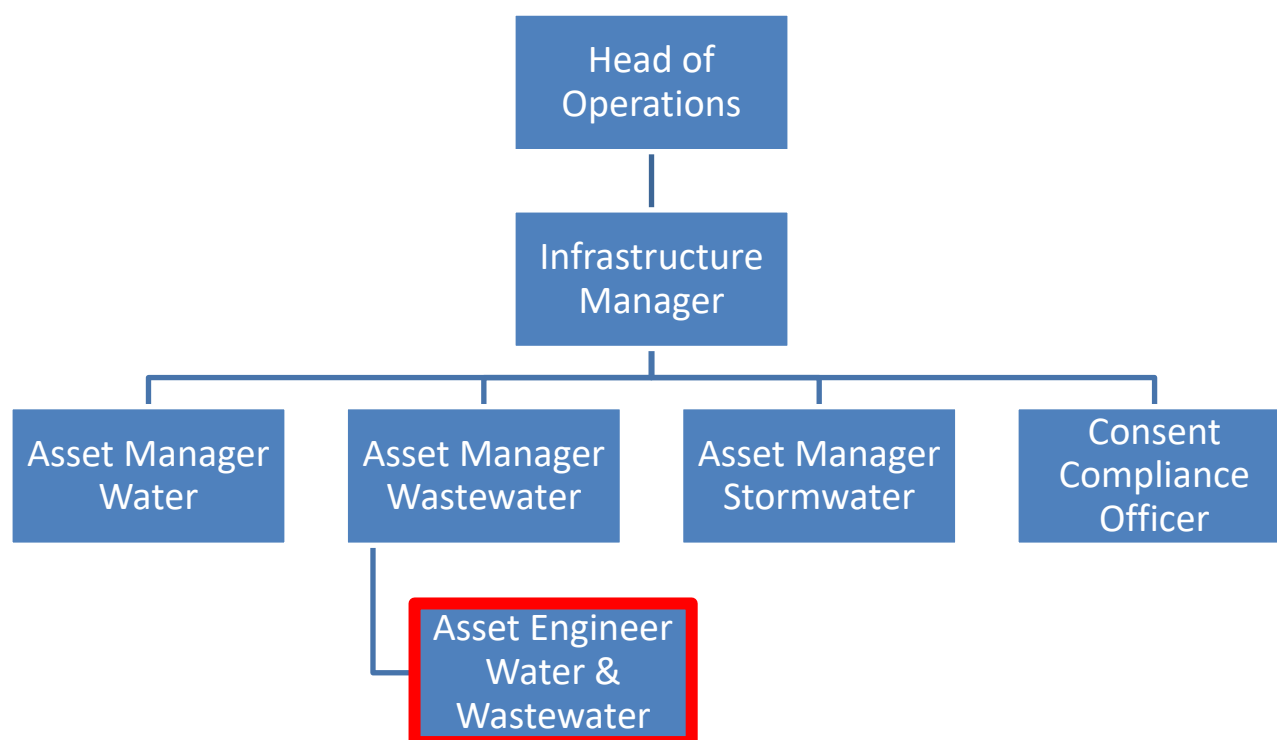
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### POSITION INFORMATION

<b>Group</b>	Operational Services
<b>Team</b>	Infrastructure
<b>Reports to</b>	Asset Manager Wastewater
<b>Direct Reports</b>	Nil
<b>Primary Location</b>	Council Offices in Taupo CBD, field work as required
<b>Financial Authority</b>	Nil

### TEAM STRUCTURE

Organisation structure of the position in relation to direct team



## POSITION PURPOSE

The purpose of this position is to support asset managers across water & wastewater business to deliver quality asset management practices for the Taupō District Council.

The position requires a mature engineering knowledge in the water and wastewater field; with a focus on asset planning, developing options and strategies. The positions requires use of engineering judgment in making engineering decisions. The areas of work will be broadly defined and guidance will be provided; however the position requires the ability to work independently and across teams as required to develop solutions.

## KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Support Asset Management Process	<ul style="list-style-type: none"> <li>To ensure that acceptable levels of service are provided to the community in an appropriate manor, and to contribute to the development of the Long Term Plan.</li> <li>Monitoring, forecasting and optimisation of budgets</li> </ul>
Business case Development	<ul style="list-style-type: none"> <li>Development of business cases for future capital works programmes</li> <li>Options assessments</li> <li>Engagement with stakeholders</li> <li>Develop budgets</li> </ul>
Resource Consents	<ul style="list-style-type: none"> <li>To support new resource consent application processes</li> <li>Support compliance reporting when required</li> </ul>
Engagement with stakeholders	<ul style="list-style-type: none"> <li>Engagement with internal and external stakeholders in the development of asset management plans, business cases, resource consents.</li> </ul>
Develop and maintain excellent relationships across all functions within the Taupō District Council	<ul style="list-style-type: none"> <li>Confidence to escalate as appropriate with recommendations on course of action</li> </ul>
After hours On-call	<ul style="list-style-type: none"> <li>Taupo District Council operates an on-call roster to support our three water maintenance contractor should a significant event occur within the three waters network. Such events might be a major water main break, a sewer overflow, event that causes damage to private property, or other similar type event. A typical roster would be not more than one week in four weeks.</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>Undertakes projects and/or other initiatives that may be assigned by the manager or SLG</li> </ul>
Records and Reporting	<ul style="list-style-type: none"> <li>Ensure accuracy of information/records in systems adopted by the department/organisation.</li> <li>Produce accurate reports as required for managers and/or Senior Leadership Team</li> </ul>
Health & Safety and Wellbeing	<ul style="list-style-type: none"> <li>Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position)</li> <li>Take responsibility for your own health and safety</li> <li>Ensure your own actions keep self and others safe</li> <li>Identify, report and assist to eliminate hazards/risks in work place</li> <li>Participate in local work place safety management practices</li> </ul>

Responsibility	Key Functions/outcome
	<ul style="list-style-type: none"> <li>Participate in workplace wellbeing initiatives</li> <li>Ensure compliance under Health and Safety at Work Act 2015</li> </ul>
Emergency Management	<ul style="list-style-type: none"> <li>Participates in civil defence emergency management (CDEM) events and training if required</li> </ul>

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

## FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> <li>Three Waters Asset Managers</li> <li>Compliance Reporting officer</li> <li>Senior Management Team</li> <li>All other Taupō District Council Staff (All Divisions)</li> </ul>	<ul style="list-style-type: none"> <li>General Public</li> <li>Iwi</li> <li>Consultants</li> <li>Regional Council – Environment</li> <li>Government Departments (DoC health, Toi te Ora)</li> </ul>

## VISION

***“Making a better life for you and your families. We’re in this together – let’s make it work!”***

## VALUES

**Kia kōtāhi mai – We’re in this together**

**Unite**

**Connect**

**Deliver**

**Kōtahitanga**

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

## PERSON SPECIFICATION

### Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>Relevant tertiary qualification in Civil, Environmental Engineering or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Engineering in Civil, Environmental Engineering, or equivalent qualification.</li> </ul>

### Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> <li>Analytical</li> <li>Problem solving</li> <li>Flexible</li> <li>Competent</li> <li>Good communicator</li> </ul>	<ul style="list-style-type: none"> <li>Innovative</li> </ul>

### Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>Experience, minimum 5 years' experience in the three-waters industry.</li> <li>Microsoft office tools; Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>10 years' experience in the water and or waste water industry.</li> <li>Experience with Asset Management, options analysis and business case development.</li> </ul>

## JOB DESCRIPTION SIGN-OFF

*Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.*

	Manager	Employee
Name		
Signature		
Date		