

## POSITION DESCRIPTION

**Position:** **3 Waters Stormwater Officer**

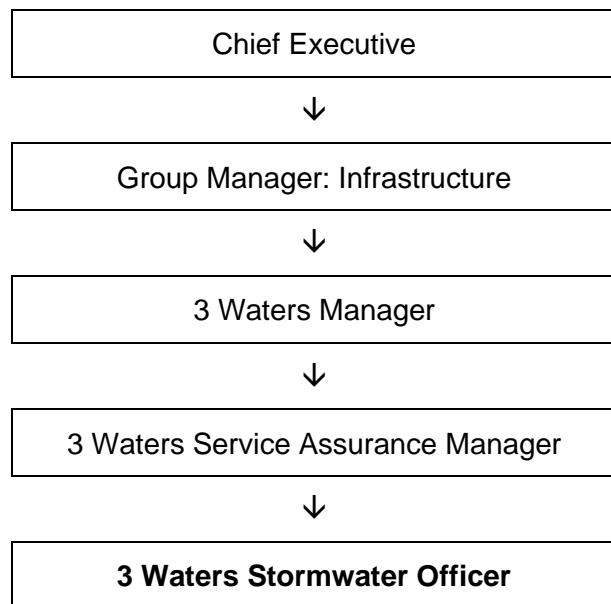
**Team:** 3 Waters

**Group:** Infrastructure

**Responsible To:** 3 Waters Service Assurance Manager

**Responsible For:** Nil

**Organisational Context:**



# **Tirohanga Whānui - Council's Vision for the Community**

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

## **Kaupapa Mātāmua - Our Organisational Mission**

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki  
Working for our people and our place, today and tomorrow

## **Ngā Uara – Our Values**

### **Te Mahi Tahi - Working Together**

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

### **Te Whakaaweawe - Making a Difference**

- We strive for excellence
- We are all accountable
- We serve our community with pride

### **Mana Tangata - Respecting Others**

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

### **Oranga Tangata - Supporting Wellbeing**

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

## **Working effectively with Māori**

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

## **Context**

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

## Purpose of Position

**This role is part of the Infrastructure Group. The Group includes 3 Waters and Transport and a professional panel of consultants.**

The primary purpose of this position is to provide strategic direction and oversight of HDC stormwater consents. The Stormwater Officer is responsible for managing Approvals to Discharge Controlled Stormwater, overseeing stormwater sampling in accordance with resource consents, environmental monitoring, inspections and analysis of stormwater discharges and providing advice on suitable treatment options. This is achieved by:

- Management of Stormwater Resource Consents
- Management and review of stormwater Approvals
- Lead stormwater resource consent reporting
- Stormwater investigations
- Development of Standard Operational Procedures (SOPs)
- Quality Systems Maintenance
- Relationship Management
- Continuous improvement

## Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
  - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
  - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
  - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

**Key work areas for which this position will have a responsibility are:**

**Stormwater Approvals Management**

- Build and maintain relationships with stormwater network users, through consultation, education and provision of relevant information with regards to the HDC Consolidated Bylaw
- Review and process applications for Approval to Discharge Controlled Stormwater and issuing of Approvals
- Assess and advise adequate on-site treatment with regards to Approval requirements
- Stormwater Approval compliance monitoring
- Management of non-complying Stormwater Discharges and Approvals and overseeing corrective actions

**Management of Stormwater Resource Consent Monitoring**

- Maintain and oversee stormwater network compliance at all times
- Manage stormwater monitoring activities to ensure compliance with consent conditions
- Provide advice on environmental aspects and draft conditions of resource consents to internal and external customers
- Participate in the development or review of stormwater consents
- Participate in the development of reporting systems and processes for consent monitoring
- Lead investigations in events of Resource Consent non-compliance
- Identify and report on instances of non-compliance or potential non-compliance events and provide strategic advice and recommendations to achieve and support compliance
- Assist with the preparation of the budgeting activities associated with stormwater consent compliance and reviews of compliance charges
- Enter and maintain data in Infrastructure Data
- Data management, analysis of and trending of stormwater monitoring data

**Regulatory Compliance and Reporting**

- Prepare and submit reports to HBRC regarding pollution events within required timeframes
- Submit laboratory reports to HBRC in alignment with consent conditions
- Accountability for preparation and submission of the biennial SW consent report
- Manage and coordinate the preparation, drafting, review and submission of consent reports to HBRC
- Manage and plan all stormwater compliance audits and record in Infrastructure Data

**Stormwater Investigations**

- Lead pollution event investigations and monitor corrective actions
- Assess stormwater related contamination incidents and coordinate rapid response teams as applicable
- Conduct site investigations, collect samples and review results  
Primary liaison for collaboration with HBRC Pollution Team
- Prepare and issue by-law offence notice for stormwater discharges that breach the by-law or are non-compliant with Approvals

**Dams and Streams / Other Consents**

- Work with the 3 Waters Utility Engineer to support and assist with compliance
- Participate in inspections as applicable to ensure consent conditions are met
- Investigate reported incidents to determine whether a potential or actual non-compliance event has occurred
- Lead pollution event investigations and monitor corrective actions

- Compile relevant documentation and reports
- Enter information into Infrastructure Data

**Development of Standard Operational Procedures (SOPs):**

- Assist the 3 Waters Team in the development and testing of processes for sampling, monitoring, maintaining, measuring and testing 3 Waters Team assets
- Procedure creation and maintenance

**Quality Systems Maintenance:**

- Strengthen Council's quality systems and ensure processes are implemented and followed
- Undertake quality assurance audits based on legislative and quality requirements
- Assist Service Assurance team as directed
- Creation of stormwater education and resources

**Relationship Management:**

- Build and maintain relationships with HBRC, iwi, hapu, customers and suppliers
- Establish and maintain sustainable relationships with staff across Council activities to facilitate effective resource consent management
- Work with stakeholders to ensure compliance issues are resolved

**Continuous Improvement:**

- Maintain competency and knowledge in stormwater area
- Maintain competency in environmental sampling techniques and procedures
- Reinforce a quality culture in the maintenance, repair and replacement of network infrastructure assets
- Participate in stormwater conferences and workshops
- Keep up with current and future industry standards and technologies

**Important Functional Relationships**

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
<ul style="list-style-type: none"> <li>• Customers</li> <li>• Contractors and Suppliers</li> <li>• HB Regional Council</li> <li>• Consultants</li> <li>• DHB</li> <li>• Laboratories</li> <li>• Other Local Authorities</li> <li>• Staff and Engineers</li> </ul>	<ul style="list-style-type: none"> <li>• 3W Operations Team</li> <li>• 3W Capital Works and Development Team</li> <li>• 3W Managers</li> <li>• Group Managers</li> <li>• Planning and Regulatory</li> <li>• Infrastructure</li> <li>• Strategy and Development</li> <li>• Planning and Consents Staff</li> <li>• Environmental Health Officers</li> <li>• Health, Safety &amp; Wellbeing Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Works Committee</li> <li>• Risk &amp; Audit Committee</li> <li>• Stakeholder Groups</li> </ul>

# Person Specification

## Qualifications

- Recognised qualification in environmental science, management or environmental engineering, or related discipline
- Current full driver's license

## Knowledge/Experience

- Experience in Environmental Management preferably for Local Government
- Knowledge of the Resource Management Act
- Experience in auditing
- Experience in environmental sampling and analysis
- Experience in report preparation and writing
- Proven track record of leading investigations and delivering effective corrective actions
- Excellent interpersonal abilities with a proven talent for engaging and collaborating effectively with other people

## Key Personal Competencies

- Innovative - looks for and is open to new approaches
- Proactive - well organised and focused on results
- Accountable – outcome and quality focused and promotes a performance culture
- Ability to work independently and multi task
- Problem-solving orientation, comfortable navigating complex, time-sensitive situations
- Committed to Council and the community
- Customer orientated - promotes a customer oriented culture
- Good communication, and interpersonal skills, including the ability to build strong relationships with key stakeholders including colleagues, Councillors, ratepayers and suppliers
- Ability to see the big picture and think broadly and long term

## Key Personal Competencies

- Relationship management skills and experience
- Strong interpersonal and communication skills
- Experience in the chemical analysis and monitoring of trade waste
- Ability to solve problems
- Report writing skills and experience
- Attention to detail
- Integrity and accountability

## Personal Attributes

- Team player
- Enthusiastic
- Honest
- Adaptable and flexible
- Use of initiative

- Organisational skills
- Analytical
- Sense of humour