

POSITION DESCRIPTION

Position: **Asset Manager – Stormwater & Wastewater**

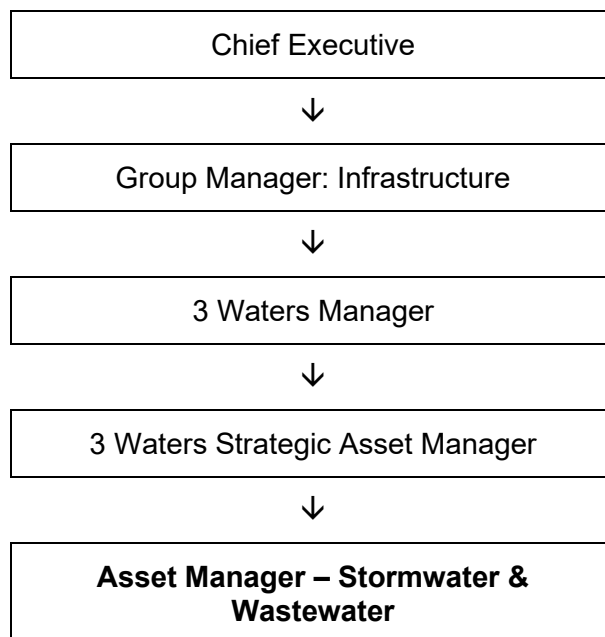
Team: 3 Waters

Group: Infrastructure

Responsible To: 3 Waters Strategic Asset 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

Mana Tangata - Respecting Others

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

Te Whakaaweawe - Making a Difference

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

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 Māori. 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, Transportation, Programme Delivery Office and a Professional Services Panel of Consultants.

The purpose of this position is to provide prudent asset management of Council's stormwater and wastewater assets and services to meet Council standards and community outcomes, ensure that service delivery and performance standards are maintained, provide advice on climate change, sustainability and managing increasing environmental concerns, and ensuring consent compliance through:

- Maintaining a strong focus on Asset Management and Planning
- Managing and Reporting on Network Performance
- Financial Management
- Forward Works Planning
- Relationship Management

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:

- **Asset Management and Planning**
 - Managing Council's asset management plan for wastewater and stormwater to optimise asset utilisation, performance and return on investment and providing advice on specific strategies and plans which are consistent with the Council's strategic plans, long term financial strategy and annual plans.
 - Development of a comprehensive long term strategic plan that integrates the

collection, treatment and disposal of the region's wastewater services and provides direction for the community.

- Responsible for Council's asset management plan for wastewater to optimise asset utilisation, performance and return on investment and to ensure that specific strategies and plans are consistent with the Council's strategic plans, long term financial strategy and annual plan
- Delivering the agreed level of service, meeting community outcomes and complying with all statutory requirements. This includes:
 - The linkages between the AMP's, the LTP and community outcomes are maintained and understood.
 - Providing advice and assisting in the development of strategies that take into account current and future issues including growth, climate change, sustainable practices, business continuance (resilience) and environmental concerns.
 - Improvement opportunities are identified, communicated and implemented as agreed by Council.
 - Asset valuations for wastewater and stormwater assets are completed within agreed timeframes and to the agreed standard.
 - Asset performance is monitored, recorded and optimised within agreed financial constraints.
 - Processes exist to capture data on asset condition, performance and risk.
 - Ensure wastewater and stormwater assets perform to the agreed level of service at minimum cost.
 - Integration with Resource Management processes and ensuring that consent compliance is a priority.
 - Ensuring growth strategies are integrated with all council activities, and policies for the acceptance and management of vested assets exist and are understood.
 - Formulating and implementing policies that support wastewater and stormwater assets and current development manual is maintained.
 - Operationalise the Havelock North Streams Management Strategy, and support the maintenance activities.
- **Network Management and Reporting**
 - Ensuring that wastewater and stormwater assets are maintained to the agreed standards through an appropriately qualified maintenance service provider.
 - Maintain wastewater, stormwater network and dam consent compliance at all times and ensure reporting to consenting authorities is completed annually and within specified timeframes.
 - Maintaining up to date As Builts and AM Information systems as they relate to wastewater and stormwater assets.
 - Developing and maintaining Catchment Management Plans (CMPs) that address flooding, overland flow paths, growth planning and resource consent compliance, assessment and monitoring of stormwater quality.
 - Maintaining and Supporting the Asset Data team to maintain up to date As-Builts and Asset Management Information systems as they relate to wastewater and stormwater assets.
 - Providing oversight and input into the development and maintenance of the stormwater and wastewater network model to ensure it supports Council's strategic and catchment management planning.
 - Develop and maintain asset management plans that address inflow and infiltration, growth planning and resource consent compliance, assessment and monitoring.

- Ensuring Council is able to meet its DIA and Community Objectives set in Annual Plan and Long Term Plan processes.
- Reporting to Council and Committees on the performance of wastewater and stormwater assets including:
 - key performance indicators (KPIs)
 - maintenance and flooding issues
 - financial and management reports
 - annual reports
 - consent compliance
- **Financial Management**
 - Planning and presenting draft opex and capex budgets (Annual Plan and LTP) within agreed timeframes for consideration by Council.
 - Reviewing the rationale for how trade waste and domestic fees and charges are set and advising changes.
 - Managing operational expenditure within approved budgets.
 - Ensuring that project cost escalations are reported and that additional budget is requested and approved or balanced within the total budgeted expenditure
 - Developing draft budgets (Annual Plan and LTP) within agreed timeframes.
 - Attending monthly financial meetings to report on expenditure.
- **Forward Works Planning**
 - Providing programmes of work and project descriptions (AP and LTP) to the Programme Delivery Manager.
 - Ensuring the investigations works programme is delivered and progress is monitored and reported on.
 - Ensuring that wastewater treatment and disposal projects and resource consents are identified, investigated, prepared and planned for well in advance.
- **Relationship Management**
 - Keeping the 3 Waters Manager, and Strategic Asset Manager regularly updated on stormwater and wastewater issues.
 - Maintaining communication with the trade waste industry users group.
 - Communicating issues of importance to managers especially when there are political, financial or relationship implications.
 - Developing and maintaining a strategy to reduce inflow and infiltration (I&I) to the wastewater network and to minimise wastewater overflows to the stormwater system.
 - Maintaining good working relationships with internal staff and external agencies.
 - Developing and maintaining good working relationships with key stakeholders and external agencies this includes maintaining strong relationships with iwi, mana whenua and local hapū.
 - Responding promptly and professionally to customers' enquiries.

Important Functional Relationships

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
Customers, ratepayers and the public	Councillors	Council
Industries and commercial premises	Mayor	Risk & Assurance Committee
Iwi	Chief Executive	Operations and Monitoring Committee
Other TLA's	Accountants and Financial Managers	Strategy and Policy Committee
HB Regional Council	Group Managers:	Civic & Administration Sub-committee
Professional Institutions (EngNZ, Apōpō, Water NZ etc.)	Planning and Regulatory Services,	District Development Sub-committee
Consultants, Contractors & Suppliers	Finance & Procurement, Infrastructure,	Eco District Subcommittee
Central Government (MfE, MPI, DOC etc)	Strategy and Development Planning and Consents Staff	HDC/HBRC Works Group
	Modelling Team	
	Development Engineers	
	Trade Waste Officer	

Person Specification

Qualifications

- The position holder should possess a recognised industry qualification (BE Civil, Asset Management Diploma, NZCE or equivalent) or be working towards a relevant qualification, and have knowledge of and experience in managing networks and assets. A qualification in management would also be an advantage.

Knowledge/Experience

- Extensive management experience in either the private or public sector with responsibility for planning the maintenance, operation and development of infrastructure and utility services with an emphasis on municipal/civil/public health engineering. In particular, the position holder will have experience in the strategic planning and development of wastewater / stormwater services
- Possess financial and asset management skills with demonstrated experience in managing urban drainage reticulation and pump systems,
- Contract and project management and knowledge of land development practices.
- A distinct knowledge of municipal and trade waste treatment and disposal is considered to be advantageous in this position.
- The position holder should have knowledge in environmental engineering and able to make sound judgement in respect of legal matters,
- Strong skills related to budgeting, estimating, personnel management and use of computers and associated software such as MS Office, GIS and electronic document management.
- Experience in report preparation and presentation.
- Can demonstrate excellent verbal and written communication skills.
- Skilled in presenting technical and financial reports in a logical and concise manner.
- Knowledge in environmental engineering, the Resource Management Act as well as other relevant legislation such as the Local Government Act and Land and Drainage Act. The duties of the position require frequent interaction with other technical personnel and the general public. The position holder is expected to have acquired effective communication skills and possess competencies in negotiating and interacting successfully with other

people.

Key Personal Competencies

- Ability to see the big picture and think both long term and broadly.
- Innovative – looks for and is open to new approaches.
- Looks for opportunities to improve systems and processes, takes a commercial approach to decisions.
- Proactive, well organised and focused on results.
- Accountable – is aware of outcomes sought and displays a performance culture.
- 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 iwi, Councillors, ratepayers, service providers and suppliers.

Personal Attributes

- A Team Player
- Honest
- Loyal
- Open minded
- Enthusiastic
- Creative/innovative
- Ability to work on own initiative
- A sense of humour is essential