

## POSITION DESCRIPTION

**Position:** Trade Waste Officer

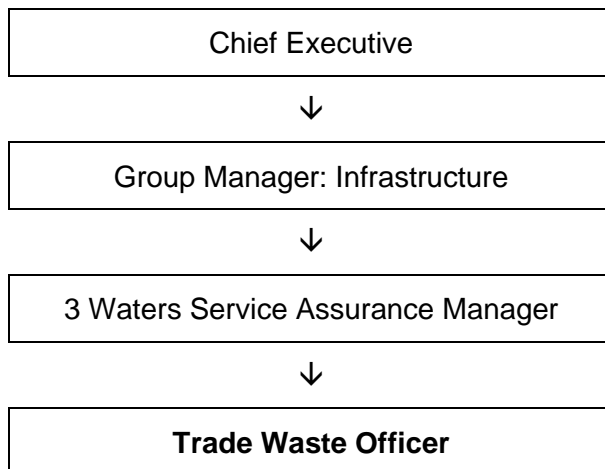
**Team:** 3 Waters

**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

### **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 and Transport.

The purpose of this position is to manage Trade Waste (Chapter 7 - Controlled Wastewater, of the HDC Consolidated Bylaw) and includes monitoring and analysis of trade waste discharges as well as assisting trade waste users in the choice of treatment options; and assist the Wastewater Treatment Plant Manager with the sampling operation and analysis of the Wastewater Facilities effluent and the receiving environment. This is achieved through:

- Trade Waste Management
- Assistance in Resource Consent Monitoring
- Assistance in Treatment
- Technical Advice
- Policy and Procedures

The Trade Waste Officer is responsible for the collection and preparation of compliance monitoring samples as required, trade waste and other wastewater monitoring and investigations.

## 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:**

### **Trade Waste Management**

- Building and maintaining relationships with trade waste users, through consultation, education and provision of relevant information with regards to Chapter 7 of the HDC Consolidated Bylaw.
- Carry out inspection and monitoring of trade waste discharges
- Assist with the management and compliance of Council Trade Waste system including wastewater modelling programmes, monitoring and forecasting wastewater discharge compliance, and trade waste charging
- Ensure that appropriate records are maintained of trade waste discharges. Assist in reporting of these inspection and monitoring results and activities
- Respond to any non-approved discharges or spillages which may result in a breach of conditions or have environmental consequences
- Recording / reporting on trade waste inspections, activities and monitoring results
- Processing Trade Waste and Tankered Waste Applications and issuing approvals
- Assessing on-site treatment with consent requirements
- Monitoring compliance with the Trade Waste approvals and following up on non-compliance if applicable
- Reviewing and updating of procedures
- Preparing and submitting samples for Laboratory analysis as needed

### **Assistance in Resource Consent Monitoring**

- Assisting in monitoring of effluent
- Assisting in monitoring of the receiving environment
- Investigation of Resource Consent non-compliance

### **Technical Skills**

- Preparing technical reports as required
- Ability to carry out effective investigations
- Ability to interpret site maps and technical specifications

### **Important Functional Relationships**

#### External

- Industrial Users
- Commercial Users
- Laboratories
- Members of the Public
- Businesses and suppliers
- Contractors
- Consultancies
- Regional Council
- Other Local Authorities

#### Internal

- Infrastructure Staff
- Planning & Regulatory staff
- Councillors
- IT Staff
- Financial Staff

#### Committees/Groups

- HDC/Tangata Whenua Joint Wastewater Committee
- Community Liaison Group
- Council

# Person Specification

## Qualifications

- Relevant industry experience
- New Zealand Certificate in Engineering or New Zealand Diploma of Engineering

## Knowledge/Experience

- Understanding of trade waste management principles
- Familiarity with relevant legislation
- Knowledge of pre-treatment systems and their correct operation and maintenance
- Experience in inspecting and assessing premises for compliance with trade waste discharge standards
- Competence in sampling and monitoring trade waste discharges and understanding laboratory analysis and reporting
- Experience working in a regulatory or compliance environment, including issuing notices and following up on non-compliance
- Ability to assess applications for trade waste approvals
- Proficiency using databases and systems
- Ability to write and maintain accurate records
- Procedure maintenance

## 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

- Enthusiastic
- Honest
- Adaptable and flexible
- Proactive
- Organisation skills
- Analytical
- Sense of humour