

POSITION DESCRIPTION

Position: **WASTEWATER MANAGER**

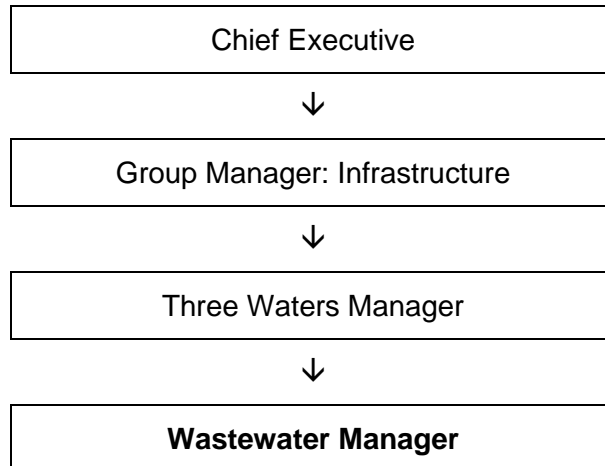
Team: Three Waters

Group: Infrastructure

Responsible To: Three Waters Manager

Responsible For: **N/A**

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 and a professional services panel of consultants.

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

- **Asset Management and Planning**
- **Network Management and Reporting**
- **Financial Management**
- **Project Management**
- **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 & Strategic Planning

- 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:
 - Developing strategies that take into account current and future issues including growth, climate change, sustainable practices, business continuance (resilience) and environmental concerns.
 - The linkages between the AMP's, the LTP and community outcomes are maintained and understood.
 - Improvement opportunities are identified, communicated and implemented as agreed by Council.
 - Asset valuations for wastewater 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.
 - Wastewater 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 assets and current development manual is maintained.

Network Management & Reporting

- Ensuring that the wastewater network assets are maintained to the agreed standards through an appropriately qualified maintenance service provider.
- Ensuring that wastewater treatment and disposal activities that are delivered in-house are maintained to agreed standards.
- Supporting the Asset Data team under 3W Growth and Development to maintain up to date As-Builts and Asset Management Information systems as they relate to wastewater.
- Providing oversight and input into the development and maintenance of the 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.
- Reporting to Council and Committees on the performance of the wastewater activities

and assets including:

- key performance indicators (KPIs)
- maintenance, operational, treatment and disposal issues
- financial and management reports
- annual reports
- significant projects
- 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 and capital 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.
- Attending monthly financial meetings to report on expenditure.

Project Management

- Providing programmes of work and project descriptions (Annual Plan and Long Term Plan) to the Capital Works Delivery Team.
- 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.
- Directing project teams (consultants, contractors and staff) and providing conceptual wastewater design as required.

Relationship Management

- Undertaking performance and development reviews in accordance with Council's policies and ensuring that performance issues and training needs are identified and addressed.
- Developing and maintaining good working relationships with key stakeholders and external agencies this includes maintaining strong relationships with iwi, mana whenua and local hapu.
- Maintaining communication with the trade waste industry users group.
- Keeping the 3 Waters Manager regularly updated on wastewater issues.
- Communicating issues of importance to managers especially when there are political, financial or relationship implications.
- Developing and maintaining a joint strategy with the Stormwater Manager 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.
- Responding 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 (IPENZ, Water NZ etc.)	Planning and Regulatory Services,	District Development Sub-committee
Consultants, Contractors & Suppliers	Corporate,	Eco District Subcommittee
Central Government (MfE, MAF etc)	Asset Management Group, Strategy and Development Planning and Consents Staff	HDC/HBRC Works Group
	Wastewater Manager	
	3 Waters Senior Engineer	
	Modelling Team	
	Development Engineers	

Person Specification

Qualifications

- The position holder should possess a recognised industry qualification, ideally a BE Civil or equivalent. Asset Management Diploma, NZCE or equivalent being a minimum requirement. A qualification in management would also be an advantage.

Knowledge/Experience

- To fulfil the role of the position it is expected that the Wastewater Manager will have had 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 services and 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.
- As the position holder is expected to prepare reports which may then be presented to Council, he/she shall possess excellent verbal and written communication skills. He/she should be also skilled in presenting technical and financial reports in a logical and concise manner.
- The position holder should have knowledge in environmental engineering and the RMA, and possess good knowledge of legal matters, budgeting, estimating, personnel management and use of computers and associated software such as MS Office, GIS and electronic document management.
- 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

- A capacity for thinking and working at a strategic level
- 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
- Is decisive, 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 colleagues, 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