

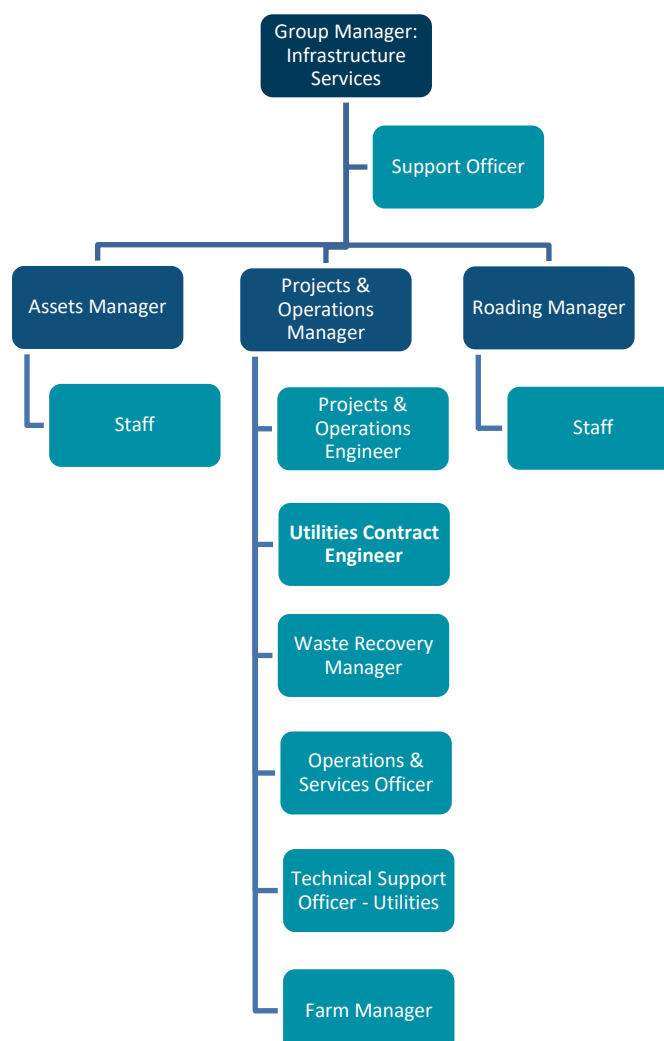
Position Description

Position Title:	Utilities Contract Engineer
Reports To:	Projects & Operations Manager
Team:	Projects & Operations Team
Group:	Infrastructure Services
Employment Type	Permanent, Full time
Date Modified:	August 2021

Purpose

To assist with the management and administration of the 3 waters operation and maintenance professional services contracts on behalf of council in accordance with the contract conditions.

Group Structure



Organisation Purpose and Values

Statement of Purpose

Working together to deliver excellent service

Values

Our values embody the culture of the Ashburton District Council, how we behave and how decisions are made. They help to ensure all our employees are on the same page so we can achieve and deliver our vision.



Do what's right

Think like a customer.
Follow through.
Be straight up.

Make it happen

Challenge boundaries.
Make a difference.
Know your stuff.

Work as one

Celebrate our wins.
Embrace our differences.
Share the load.

Key Accountabilities

Contract Management

- Effectively administer and manage Council's Utility Operations & Maintenance contract for water, wastewater and storm water utilities ensuring contracted level of service provided by the contractor are fulfilled.
- Regular site audits occur throughout the contract, at key milestones and maintenance period with reports approving or withholding payment.
- Carry out contract administration including certification of payments.
- Administer and manage other assigned contracts with service providers ensuring programmes of work are completed on time to appropriate standards and within budget.
- Established health and safety procedures and documentation is used in all stages of contract management, including procurement.
- Productive third party relationships are established ensuring levels of service and contract conditions are met and a solution based approach is provided by contractors.
- Effective customer response and prioritisation of Mill creek maintenance work.
- Effectively manage assigned capital works maintenance, cyclic renewals and upgrading programmes on water, wastewater and storm water utilities ensuring compliance with contract conditions and specifications.
- Report on the financial and non-financial measures assigned to each contract within your responsibility in an accurate and timely manner.
- Assigned Long Term and Annual Plan programmes and projects are complete on time, to the required standards and within budget.
- Accurate field assessments and data collection activities are performed as requested to assist asset managers to plan for the future.
- During project planning, physical work stages of major contracts or planned outage periods, keep the Communication Officer informed, providing facts for articles as requested.
- Assist with the management of Council's annual sewer pipelining contract, including preliminary site investigations, devising appropriate methodologies and resolving complex engineering issues with old infrastructure in private properties.
- Carry out construction observation of physical work, such as water and wastewater renewal projects, and new infrastructure projects.

Corporate Contribution

- Contribute to and follow the organisations governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Manager or Group Manager.

Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Personal Qualities

Conceptual and Analytical Ability

- Deals with concepts and complexity comfortably.
- Uses analytical and conceptual skills to reason through problems.
- Has creative ideas and can project how these can link to innovations.

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

Knowledge and Skills

Advanced Computer Skills

- Uses a wide range of advanced software application features.
- Able to problem-solve issues on software applications.
- Interrogates software applications to evaluate performance and provide information.

Contract Management

- Oversees the management of contracts to ensure timelines, budgets and other objectives are met.
- Resolves contract complications efficiently, ensuring desired outcomes are achieved.
- Ensures good working relationships exist between stakeholders.

Problem Solving

- Anticipates potential problems and pre-emptively required actions.
- Continually liaises with key stakeholders to ensure full understanding of the issues.
- Evaluates implemented courses of action and makes adjustments as required.

Resource Management

Develops and maintain budgets, anticipating and managing risk.

Negotiates for necessary resources from budgets and other sources.

Decisively manages financial issues and responsibilities and challenges others to seek more efficient ways of doing things.

Specialist Expertise

Batchelor of Engineering with two years experience (preferred) or,

Relevant NZ Diploma in Engineering with five years experience or,

Graduate Civil Engineer.

Experience using industry specific software applications.

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note

Specific performance measures for this position will be discussed between the position holder and their manager through the performance development review process. From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.