

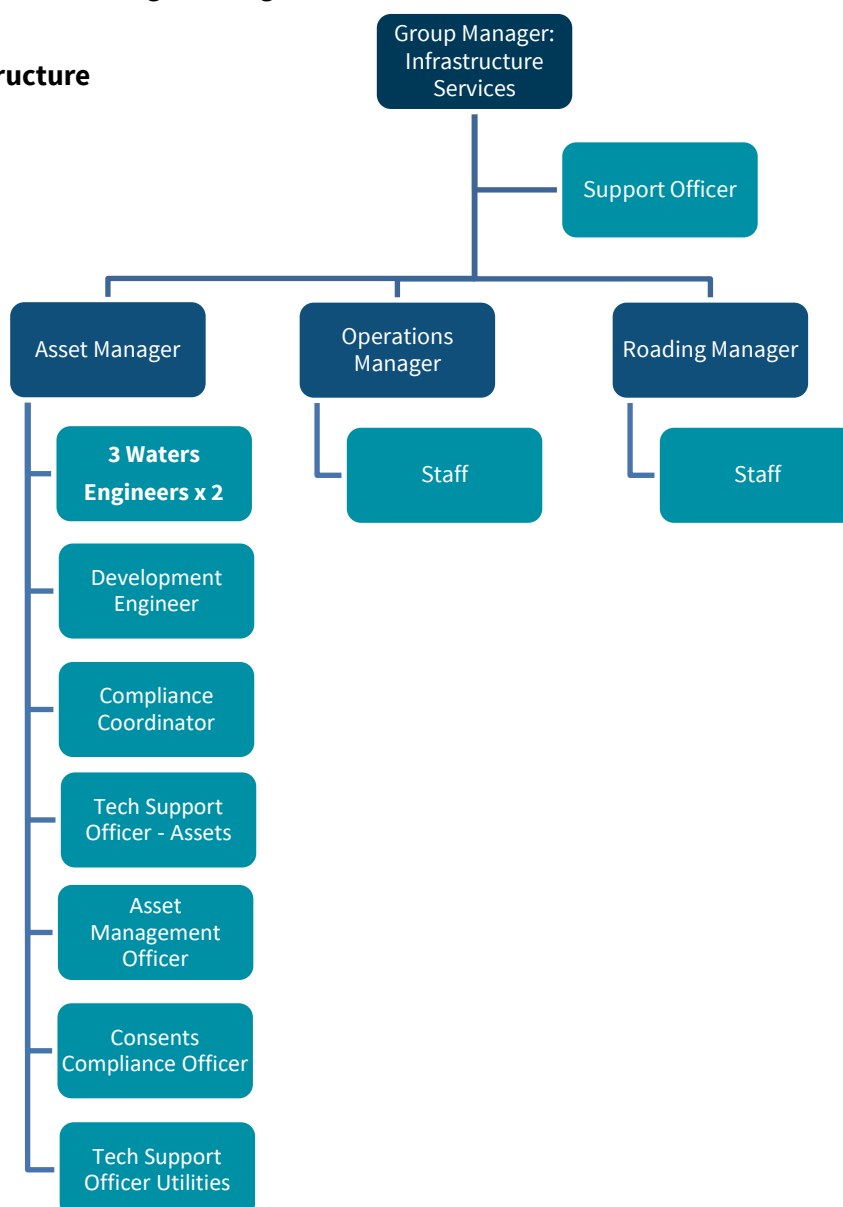
Position Description

Position Title:	3 Waters Engineer
Reports To:	Asset Manager
Team:	Assets
Group:	Service Delivery
Employment Type:	Permanent, full time
Date Modified:	September 2022

Purpose

To ensure all project investigations and forward works programmes are efficiently managed, and progressed to achieve levels of service agreed between Council and the community, both now and in the future and within budget and agreed timeframes.

Group Structure



our Purpose and Values

Supporting our communities to thrive by working together to provide services and places for people to **connect, grow, live, work and play**.



- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others



- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections

Key Accountabilities

Project Investigation / Forward Works Programme Management

- Ensure all programmes of work from activity management plans, have undergone necessary consultation, detailed planning and design.
- Schedule all assigned projects to ensure maximum external funding (if available), and the most efficient and effective use of Council resources, enabling clean transfer to the Projects & Operations team to manage/perform the work.
- Provide (or oversee) investigation, community consultation, design, and proserv contract management services for projects as required.
- Ensure efficient handover of projects to the Projects & Operations team and provide ongoing guidance as projects are progressed.
- Technical input provided to assigned forward works projects / programmes is clear, accurate and provided in a timely manner.
- Ensure Council is protected from any justified liability claims.
- During asset management investigation, consultation and project planning, keep the Community Relations team informed, providing input into communication material as requested.

Asset Management

- Develop and manage asset condition and performance assessment programmes.
- Assist with the on-going development and monitoring of engineering construction standards to optimise maintenance activities and ensure asset life is maximised.
- Respond to customer requests for service as received directly and where assigned.
- Provide cover for the Development Engineer (during absences and/or workload) in regard to review and approval of engineering specifications and drawings for new developments / subdivisions.
- Assist with the development of activity management plans for Council's water assets (which comprises the 3 waters - drinking water, wastewater, stormwater, but also includes stockwater).
- All services are maintained to agreed levels of service, budget and timeframes.
- Assist with the development, short and long-term operating expenditure and capital expenditure programmes and budgets for inclusion in activity management plans and annual and long term plans.
- Ensure the on-going development and updating of strategic documents for the waters assets e.g. Water Safety Plans, Water & Sanitary Services Assessments and Emergency Response Plans.
- Provide professional advice and quality support in the preparation of financial and non-financial reports to management or Council, for your assigned activities.
- Ensure information provided by the asset management team is accurate and provided in a timely manner to ensure all statutory documentation, process timeframes and implementation programmes are met.
- Share professional knowledge with other team members informally or as a mentor when assigned.

Corporate Contribution

- Contribute to and follow the organisation's 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, including accurate reporting.
- 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.

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 on software applications.
- Interrogates computer systems applications to evaluate performance and provide information.

Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for sustained effort and hard work.
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions.

Strategic Planning

- Entertains wide-ranging possibilities in developing a vision for the future.
- Uses strategic relationships and knowledge to predict and prepare for the impact of events on the organisation.
- Translates strategic direction into day to day activities.

Specialist Expertise

Bachelor of Engineering (Civil) / Diploma or Certificate in Engineering.

At least five years relevant experience (e.g. contract management, activity management planning, 3 waters asset management).

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.