

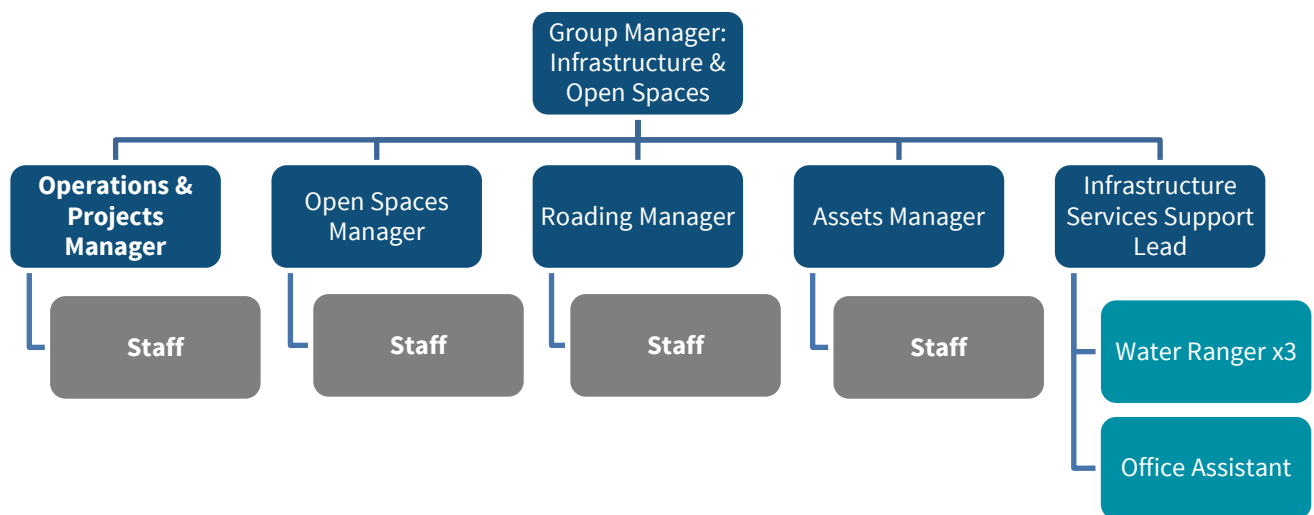
# Position Description

<b>Position Title:</b>	Water Ranger
<b>Reports To:</b>	Infrastructure Services Support Lead
<b>Team:</b>	Water Race Team
<b>Group:</b>	Infrastructure Services
<b>Employment Type:</b>	Permanent, Full time
<b>Date Modified:</b>	November 2023

## Purpose

To manage, operate and maintain the Council’s water race network in accordance with Council policies, procedures and resource consent conditions.

## Group Structure



# our Purpose

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

# our Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



- ✓ 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



- ✓ 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



- ✓ 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

## Key Accountabilities

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### Water Race Network Operation & Management

- Monitor, inspect, maintain and report on allocated intakes and main races in accordance with maintenance programmes.
- Maintain operable all monitoring and measuring equipment and structures at all times to ensure compliance flow data set is complete, free from errors and within consent limits.
- Report any significant maintenance requirements of Council responsibility identified during the course of work to the Infrastructure Services Support Lead.
- Ensure water race customers are aware of requirements and enforcement procedures are followed under the Water Races Bylaw. Manage and report non-compliance with bylaw in accordance with procedures and agreed timeframes.
- Provide information on the Water Races Bylaw, policies and procedures to members of the public as required.
- Continually monitor and review “real world” assets against Council’s GIS and record & report details of any errors in mapping data to the Infrastructure Services Support Officer.
- Perform data collection duties regarding asset location, distances and condition monitoring as and when required.
- Carry out and document site inductions with service providers engaged for maintenance works on our assets. Supervise service providers to ensure work is completed to the required standard and within budget.
- Provide robust and accurate information for water race network related consent applications.
- Provide background information regarding water race alterations and closures, to ensure Council databases are kept up to date and ensuring approval is received before work commences.
- Courteously answer general public enquiries and provide helpful information.

### Land Drainage

- Monitor and maintain drainage channels where identified as being under Council jurisdiction.
- Identify and report land drainage issues during the course of work to the Infrastructure Services Lead Support.
- When directed, respond to and investigate land drainage issues and (in conjunction with other departments) provide appropriate advice to landowners.
- Identify, record and report informal drainage systems entering or exiting the water race network.
- During significant wet weather events, respond and monitor key sites and coordinate activity with key field personnel within Environment Canterbury.

### 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

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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

#### 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.

#### Self-Awareness

- Maintains a consistent and sensible pattern of behaviour under pressure.
- Plans and prioritises work to ensure outcomes are achieved and obstacles are managed.
- Recognises own limitations, asking for assistance and working with others to ensure plans are achieved.

#### Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for other's feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

### Knowledge and Skills

#### Communication Skills

- Organises information in a logical sequence using content appropriate for the purpose and audience, using feedback to ensure understanding.
- Speaks clearly, concisely and confidently using a polite and considerate manner.
- Ensures written communication contains the necessary information to achieve their purpose.

#### Computer Skills

- Able to use and develop skills in common software applications used for word processing, spread sheeting and email.
- Understands the fundamental principles of information management including the importance of saving conventions, securing sensitive documents etc.
- Ability to navigate and use Council's core software application ensuring accuracy and efficiency.

#### 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.

#### Specialist Expertise

NCEA level 2 and/or at least 3-4 years equivalent level of learning through experience.

Mathematical ability to calculate water race flows and ensure resource consent compliance.

Ability to understand and operate water race system hydraulics.

Physically able, able to work unsupervised and available for after-hours call outs.

Previous experience in managing open water race networks (or similar equivalent experience) is preferred.