

## JOB DESCRIPTION

**Job Title:** Asset Condition Inspection Officer  
**Work Unit:** River Management Group  
**Responsible to:** Area Engineer  
**Responsible for:** No direct reports. Will regularly be responsible for onsite direction, supervisions and safety management of contractors and Horizons Regional Council labour in the execution of construction contracts or plant / labour hire works.

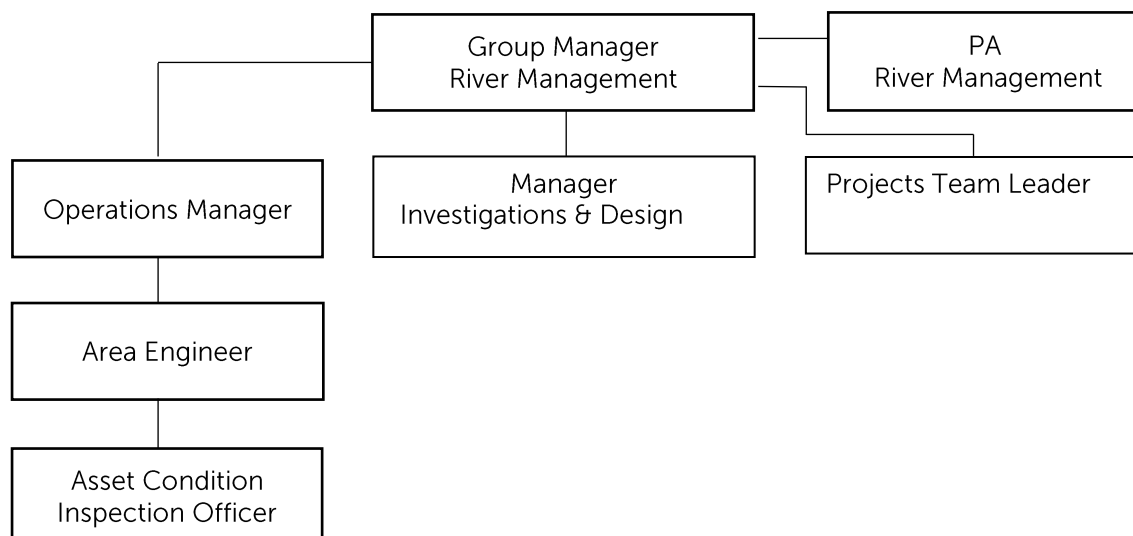
**Position purpose:**

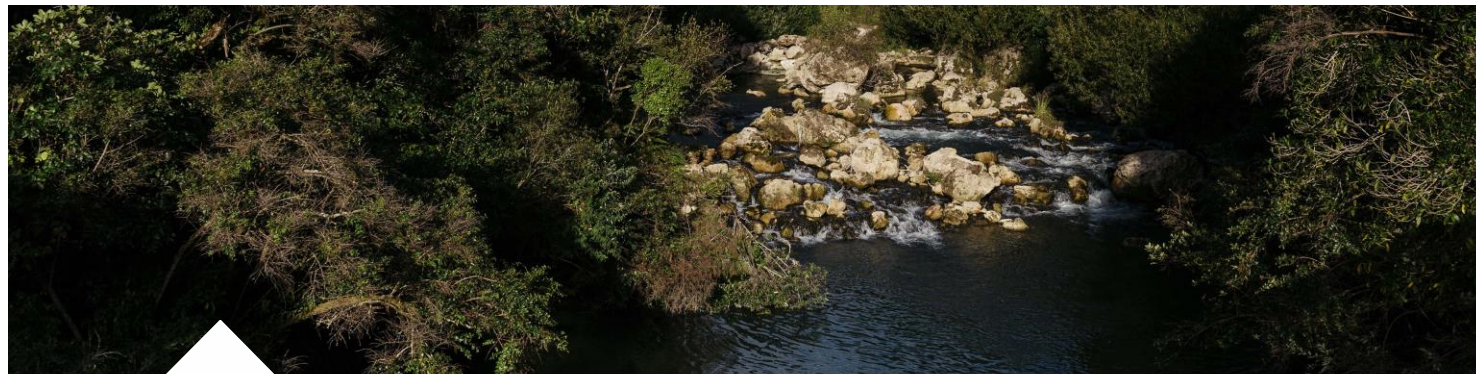
- Conduct condition inspections to provide critical condition data to feed into renewal and capital works programs in accordance with asset management quality requirements and relevant standards.
- Updating Councils Asset Management System with inspection data sourced from both proactive and reactive inspections.
- Identification of works required based on Councils maintenance performance standards.
- Assist the Engineering Officers to prepare and execute annual works programs to ensure maintenance of assets to prescribed maintenance performance standards.
- Assist the Engineering officers and Works Supervisors with supervision and onsite direction of contractors and councils works team during the undertaking of works on infrastructural assets.
- Provide a professional river and engineering service to ratepayers.

**Salary:** \$64,453 (85%) – \$75,827 (100%)

**Date:** December 2021

## ORGANISATIONAL CONTEXT





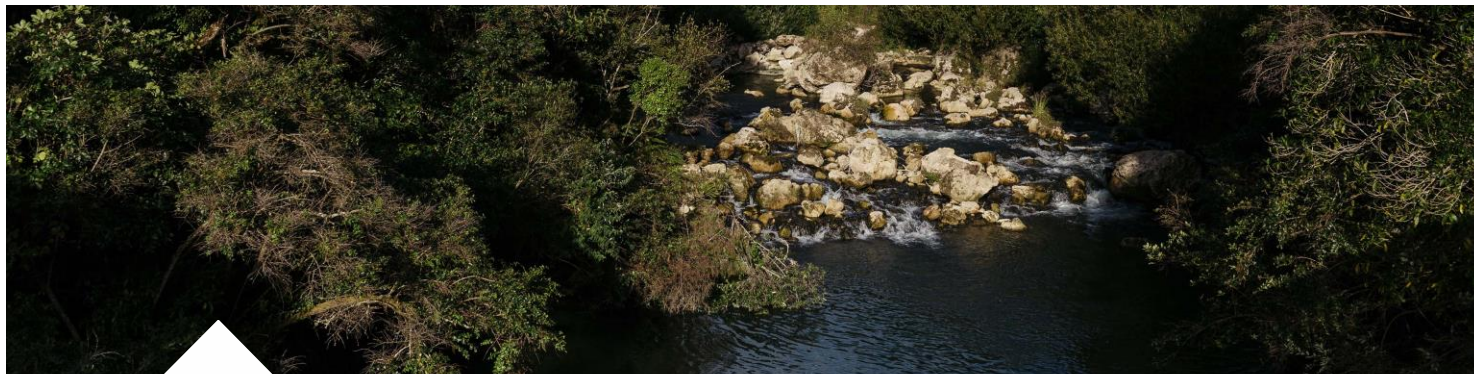
## FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>Government Departments</li> <li>Territorial Local Authorities</li> <li>Local and Rural communities</li> <li>General Public</li> <li>Iwi</li> <li>Contractors/consultants</li> <li>Scheme ratepayers</li> <li>Scheme liaison committees</li> <li>Interest groups</li> <li>Business and agricultural sectors</li> </ul>	<ul style="list-style-type: none"> <li>River Management Team</li> <li>Technical and Administration Staff</li> <li>Other Horizons staff</li> </ul>

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>1. Team Development and Support</b>	
<ul style="list-style-type: none"> <li>Provide accurate technical advice for the team and develop the knowledge and skills of junior staff.</li> <li>Provide liaison, support and feedback to the Team and the Area Engineer</li> <li>Promote a culture that reflects the organisation's values, customer focus and excellence objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Team members are continually updated with new information.</li> <li>Team members are supported when dealing with problems that occur both internally and externally to the organisation.</li> <li>The Team members are given guidance, direction and support in their working environment.</li> <li>Provides effective communication between the Team and the Area Engineer.</li> </ul>
<b>2. Infrastructural Asset Management</b>	
<ul style="list-style-type: none"> <li>Locate, inspect and determine condition ratings for scheme assets within assigned area.</li> <li>Monitor asset performance to ensure that they continue to perform at the Councils maintenance performance standards.</li> <li>Assist Area Engineer with development of long-term plans and funding strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Asset inspections are undertaken in accordance with the Scheme asset management plan.</li> <li>Reports on assets condition are comprehensive and accurate and are correctly entered into the Scheme's asset register.</li> <li>Assets are performing to design or remedial work as programmed.</li> <li>Input into the development of long-term plans and funding strategies is effective and valued.</li> </ul>





### 3. River and Drainage Operations

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| <ul style="list-style-type: none"> <li>▪ Co-ordinate and supervise work in accordance with delegated responsibilities.</li> <li>▪ Report to the Area Engineer on progress with assigned works and inspection programs.</li> <li>▪ Inspect and advise on general river and drainage engineering problems.</li> <li>▪ Supervise minor works contracts and plant/labour hire contracts.</li> <li>▪ Assist the Works / field team with repairs to assets.</li> <li>▪ Respond to flooding emergency situations and assist the team where required.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Programmes are updated on a regular basis and completed to the satisfaction of the Area Engineer.</li> <li>▪ Cost records of completed works are accurate and complete.</li> <li>▪ Cost estimates are realistic and are completed on time.</li> <li>▪ Input into the fortnightly, bi-monthly and annual reports are accurate and timely.</li> <li>▪ All contract works are completed in accordance with contract conditions and specifications.</li> <li>▪ Contract and general work administration reflects best practice and the project management plan requirements.</li> <li>▪ All activities are conducted in accordance with the conditions outlined in Horizons Regional Council plans, resource consents, relevant legislation and codes of practices.</li> </ul> |
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### 4. Health and Safety

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| <ul style="list-style-type: none"> <li>▪ Assume the responsibilities assigned to a "Manager" as defined in the Horizons Regional Council Health and Safety Management Manual.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Co-ordination of hazard identification, hazard assessment and risk management is achieved within own team and area.</li> <li>▪ All accidents involving staff or contractors are reported and investigated in a timely manner.</li> <li>▪ Hazard management processes are implemented and monitored in relation to every work site and depot location.</li> <li>▪ Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller.</li> <li>▪ A high level of health and safety awareness is evident in all activities.</li> </ul> |
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### 5. Communications

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| <ul style="list-style-type: none"> <li>▪ Maintain effective working relations with ratepayers, liaison committees and other interest groups.</li> <li>▪ Liaise with Iwi in relation to scheme activities and Resource Consent applications. Attend marae meetings as required.</li> <li>▪ Respond in a timely fashion to verbal and written requests for information and advice.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Communications with ratepayers are effective and efficient.</li> <li>▪ Customers are generally satisfied with written or verbal responses they receive after requests for information or advice.</li> <li>▪ All ratepayer enquires receive an initial response within 48 hrs.</li> </ul> |
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## 6. Corporate Contribution

<ul style="list-style-type: none"> <li>▪ Maintain own professional development.</li> <li>▪ Undertake performance development tasks/responsibilities.</li> <li>▪ Undertake health and safety tasks/responsibilities.</li> <li>▪ Participate in emergency management activities as required.</li> <li>▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed.</li> <li>▪ Maintain Council plant and equipment.</li> <li>▪ Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Appropriate training and development undertaken as agreed.</li> <li>▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> <li>▪ Contribution to projects and corporate initiatives is effective and valued.</li> <li>▪ Administration requirements are completed timely and accurately.</li> </ul>
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## PERSON SPECIFICATION

### Qualifications

#### Essential

- A minimum of New Zealand Diploma in Infrastructure Asset Management or relevant qualification.
- A current "Class 1 - with no restrictions" motor vehicle licence.

### Knowledge/Experience

- Knowledge and at least 5 years' experience in river and drainage engineering, or in a closely related field.
- Be computer literate and possess good word processing and spreadsheet skills.
- Have a good working knowledge of relevant legislation in relation to Health and Safety.
- Experience in contract management and supervision.
- Good knowledge of relevant sections of the Proposed One Plan and the Environmental Code of Practice for River Works.

## KEY JOB COMPETENCIES

### Expert Knowledge

- Safe work practices
- Health and safety manual procedures
- Code of Practice for River Engineering Works

### Advanced Knowledge

- River and drainage engineering
- Riparian land management





## **Working Knowledge**

- Competent in Microsoft office packages
- Asset management.
- Time management

## **Awareness**

- Sensitivity to differing cultural perspectives.

# **KEY COMPETENCIES FOR PERFORMANCE DEVELOPMENT**

## **Customer Focus**

- Commitment to meeting the needs of anyone they work for and with including colleagues.

## **Job Knowledge**

- Have the knowledge and skills to perform the requirements of the position.

## **Communication**

- Use written and verbal language and style appropriate to the audience and context.

## **Teamwork**

- Work constructively with people as a team member to achieve a common goal.

## **Dependability and Commitment**

- Reliable and dedicated to achieving results.

## **Continuous Improvement**

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

## **Organising for Results**

- Ensures work is completed effectively and within agreed deadlines.



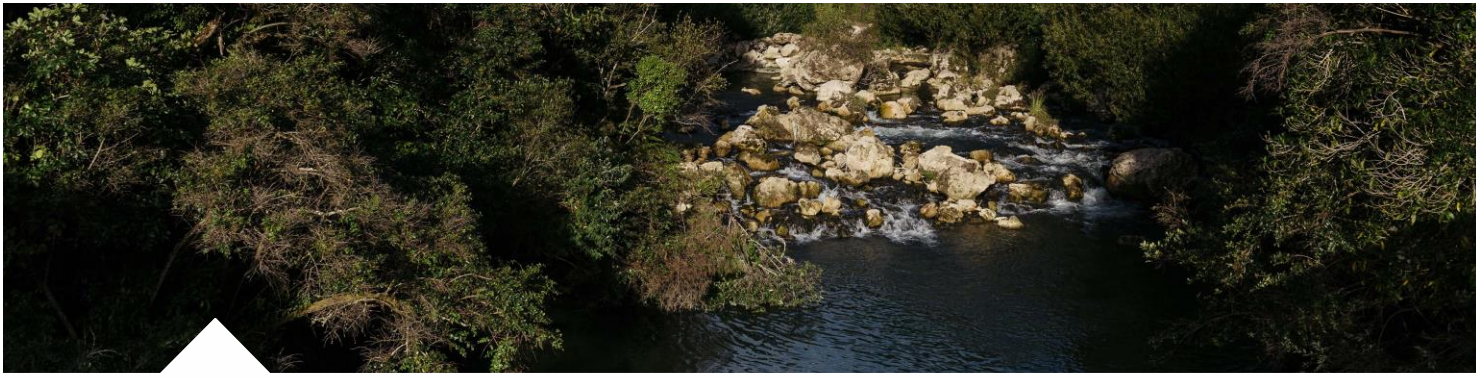
## PERSONAL ATTRIBUTES

- Good level of interpersonal and communication skills, in particular an ability to relate well to the rural community.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- Have confidence in relation to a wide range of internal and external contacts.
- Be able to work productively and contribute fully to a team effort.
- Be proactive in furthering own professional development.
- Have an understanding and commitment to the principles of good customer service.
- Exhibit a good standard of personal presentation and have a good level of physical fitness.

## OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Work in the field under a range of weather conditions.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.



## DECLARATION

*This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.*

### Horizons Regional Council Core Values

Values are the essence of this organisation's philosophy for achieving success. They are the bedrock of our culture and our view of how Horizons Regional Council staff should behave. They also provide us with a common direction and guidelines for day-to-day behaviour.

#### Professionalism

Professionalism at Horizons Regional Council is delivering what is promised in a skilled, timely and appropriate manner.

#### Teamwork

Teamwork at Horizons Regional Council is successfully achieving shared goals through dialogue, cooperation and respect for others.

#### Integrity

Integrity at Horizons Regional Council is being honest with others; respectful of their race, gender, age beliefs or values.

#### Self-Responsibility

Self-responsibility at Horizons is highly valued. All individuals are responsible for actively managing their own behaviour, learning, developing, and performing, including accepting responsibility for actions.

Approved: \_\_\_\_\_ (Manager) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_