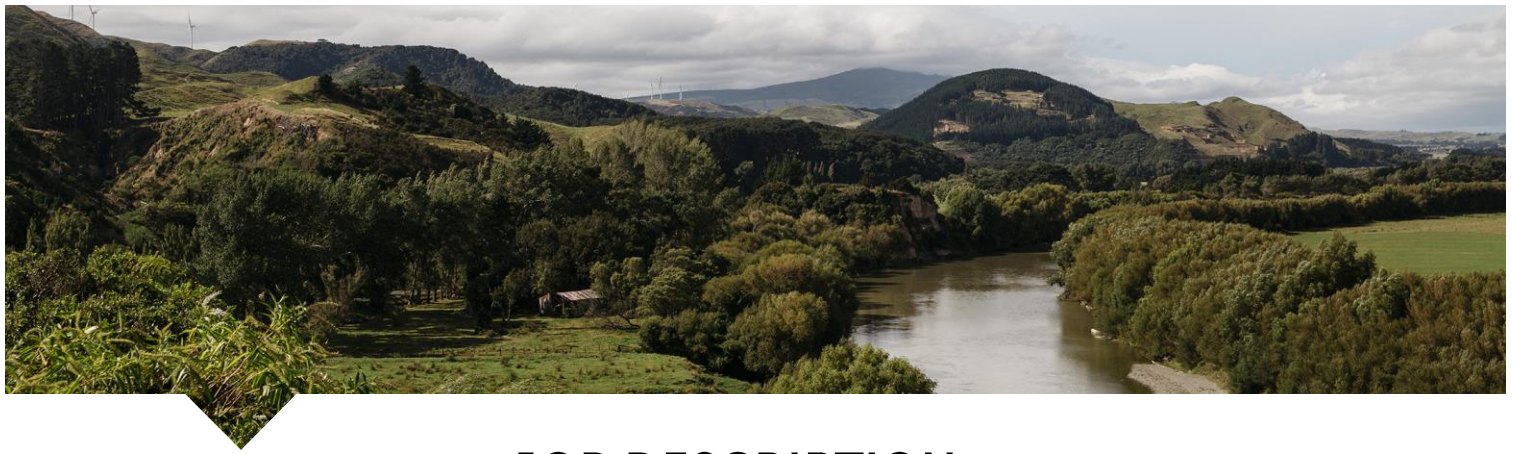




JOB DESCRIPTION

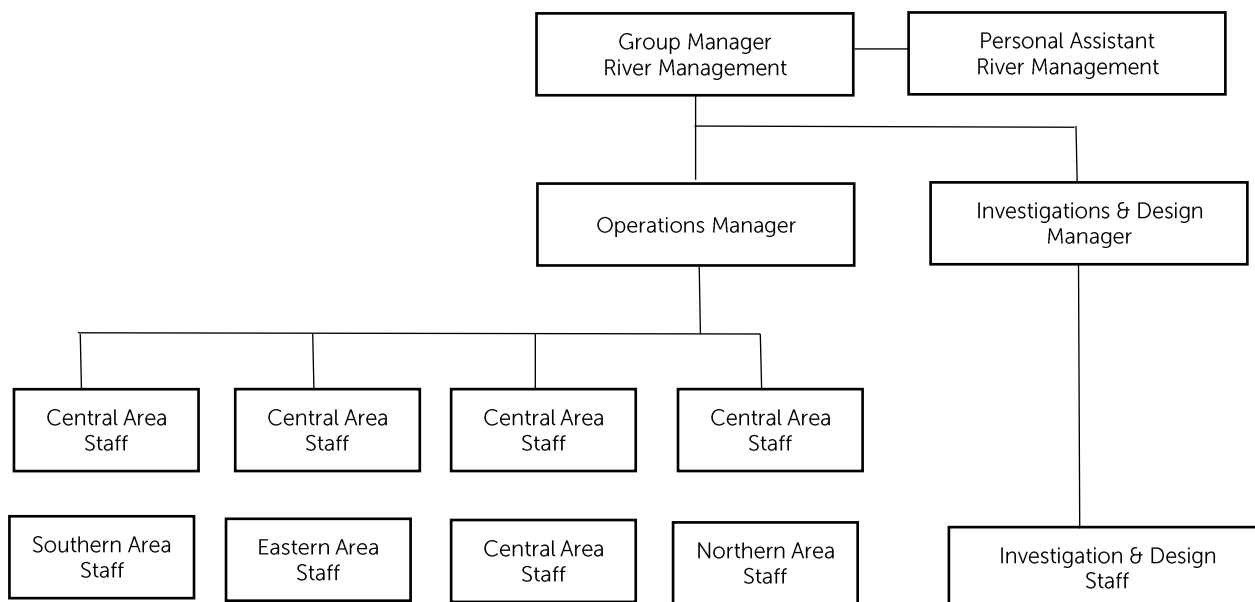
Job Title: Engineering Officer
Work Unit: River Management
Responsible to: Area Engineer
Responsible for: No direct reports. Will regularly be responsible for onsite direction, supervision and safety management of contractors or "own forces" labour in the execution of construction contracts or plant/labour hire works.

Position purpose: This job exists to:

- Investigate, prepare proposals, organise and supervise works within assigned river and drainage engineering schemes or scheme areas.
- Inspect and report to the Area Engineer on the condition of infrastructural assets.

Salary: \$68,607 (85%) – \$80,714(100%)
Date: August 2020

ORGANISATIONAL CONTEXT





FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
- Government Departments - Territorial Local Authorities - Local and Rural Communities - General Public - Iwi - Contractors/Consultants - Scheme Ratepayers - Scheme Liaison Committees - Interest Groups	- Operations Team - Technical and Administration Staff - Other Horizons Staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Infrastructural Asset Management	
Locate, inspect and determine condition ratings for scheme assets in assigned area.	- Asset inspections are undertaken in accordance with the Scheme asset management plan. - Reports on assets condition are comprehensive and accurate and are correctly entered into the Scheme's asset register.
2. River and Drainage Operations	
- Prepare scheme work programmes and budgets. - Plan, co-ordinate, direct and supervise work in accordance with budgets and programmes. - Monitor and manage expenditure in assigned areas of responsibility. - Report to the Area Engineer on progress with assigned works. - Assist with the various reports (Annual Scheme Report, Liaison Committee, Bi monthly, Flood Damage Reports). - Undertake survey investigations, draughting. - Inspect and advise on general river and drainage engineering problems. - Supervise formal contracts; minor works contracts and plant/labour hire contracts. - Assist with preparation of contract documents.	- Programmes are prepared and are updated on a regular basis to the satisfaction of the Area Engineer. - Programmed works are completed within approved budgets and to the satisfaction of the Area Engineer. - Scheme ratepayers are satisfied with both the work and financial performance of the Scheme. - Records of costs of completed works are accurate and complete. - Estimates for preferred solutions are realistic and are completed on time. - Input into the fortnightly, Bi-monthly and Annual Reports is accurate and timely. - All surveys and drawings are accurate and completed on time. - All contract works are completed in accordance with contract conditions and specifications.



- Inspect, prepare proposals and facilitate environmental grant proposals. - Evaluate all proposed work activities to determine their status under the provisions of the RMA and Horizons Regional Plans and where necessary obtain resource consent approvals.	- Contract and general works administration reflects best practice and any particular project management plan requirements. - All environmental grant works must comply with the Council's environmental grant policy and be completed within budget and to the Area Engineers satisfaction. - All activities are conducted in accordance with the conditions outlined in the RMA, Horizons Regional Plans, resource consents and relevant legislation and codes of practices.
3. Health and Safety	
Undertake the responsibility of a reporting officer as defined in the Health and Safety Manual.	- A high level of Health and Safety awareness is evident in all operations. - Hazards on all work sites are identified assessed and managed in accordance with the Health and Safety Management Manual. - All accidents that involve immediate staff and contractors are reported on time. - Compliance with all procedures set out in the Health and Safety Manual is achieved.
4. Communications	
- Maintain effective working relations with ratepayers, liaison committees and other interest groups. - Respond to verbal and written requests. - Assist with presentations at annual scheme meetings and liaison committee meetings.	- Communications with ratepayers is effective and efficient. - Customers are satisfied with written or verbal responses they receive for information or advice. - All ratepayer enquires receive an initial response within 48 hrs.
5. Corporate Contribution	
- Maintain own professional development. - Undertake Performance Development tasks/responsibilities. - Undertake Health and Safety tasks/responsibilities. - Participate in emergency management activities as required. - Participate and contribute to corporate projects and inter-departmental initiatives as agreed. - Maintain Council plant and equipment. - Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting).	- Appropriate training and development undertaken as agreed. - Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes. - Contribution to projects and corporate initiatives is effective and valued. - Administration requirements are completed timely and accurately.



PERSON SPECIFICATION

Qualifications

Essential

- A current drivers licence.

Desirable

- A New Zealand Certificate in Engineering or equivalent or at least be well advanced and progressing towards attainment of the qualification.

Knowledge/Experience

- At least 5 years' experience in a branch of civil engineering or in engineering survey and ideally some experience in river and drainage or environmental engineering.
- 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 supervision.

KEY JOB COMPETENCIES

Expert Knowledge

- Safe work practices
- Health and Safety manual procedures

Advanced Knowledge

- Contract worksite/supervision
- River and drainage engineering
- Riparian land management

Working Knowledge

- Competent in Microsoft office packages.
- Working knowledge of RMA.
- 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

- Have a good standard of written and verbal communication.
- 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 relationship 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: ____/____/____

