

## JOB DESCRIPTION

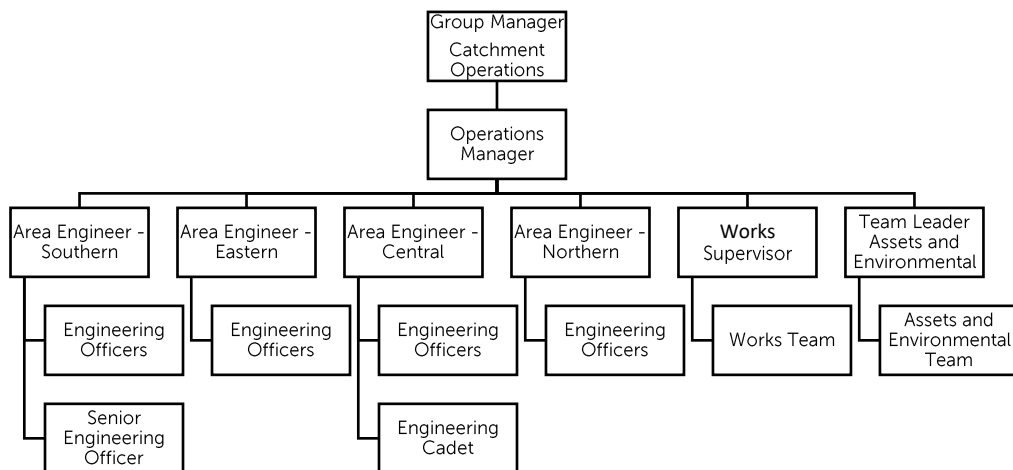
**Job Title:** Engineering Officer | Āpiha Pūkaha  
**Work Unit:** Catchment Operations  
**Responsible to:** Area Engineer  
**Responsible for:** No direct reports. Will regularly be responsible for onsite direction, supervision and safety management of contractors or “own forces” labour in the execution of construction contracts or plant/labour hire works.

**Position purpose:** This job exists to:

- Ensure the effective delivery of work programmes for river management and flood protection activities and other specific projects as required, working closely with other Catchment Operations Teams.
- Be Horizons operational face in the area of responsibility, developing and maintaining robust effective relationships with customers and key stakeholders.
- Ensure that the cultural, ecological, biodiversity, and recreational values associated with river management works are thoroughly considered and embedded in the works we undertake.
- Ensure that there is a high level of awareness of and ensuring compliance with relevant regulatory requirements in all the works we undertake.

**Salary:** \$79,599 (85%) – \$93,646 (100%)  
**Date:** January 2025

## 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/hapu</li> <li>▪ Contractors/Consultants</li> <li>▪ Scheme Ratepayers</li> <li>▪ Scheme Liaison Committees</li> <li>▪ Interest Groups</li> </ul> | <ul style="list-style-type: none"> <li>▪ Area Engineer</li> <li>▪ Operations Manager</li> <li>▪ Group Manager Catchment Operations</li> <li>▪ Other River Management Staff</li> <li>▪ Wider Catchment Operations 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. Infrastructural Asset Management</b>   |   |
| <ul style="list-style-type: none"> <li>▪ Locate, inspect and determine condition ratings for scheme assets in assigned area.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Asset inspections are undertaken in accordance with the Horizons asset management practices.</li> <li>▪ Reports on assets condition are comprehensive and accurate and are correctly entered into the asset management system.</li> </ul>  |
| <b>2. River and Drainage Operations</b>  |   |
| <ul style="list-style-type: none"> <li>▪ Prepare scheme work programmes and budgets.</li> <li>▪ Plan, co-ordinate, direct and supervise work in accordance with budgets and programmes.</li> <li>▪ Monitor and manage expenditure in assigned areas of responsibility.</li> <li>▪ Report to the Area Engineer on progress with assigned works.</li> <li>▪ Assist with the various reports (Annual Scheme Report, Liaison Committee, Bi monthly, Flood Damage Reports).</li> <li>▪ Undertake survey investigations, draughting.</li> <li>▪ Inspect and advise on general river and drainage engineering problems.</li> <li>▪ Supervise formal contracts; minor works contracts and plant/labour hire contracts.</li> <li>▪ Assist with preparation of contract documents.</li> <li>▪ Facilitate and prepare environmental grant proposals.</li> <li>▪ Assess regulatory and other requirements for works and obtain any resource consent approvals etc. and implement projects in accordance with permission requirements.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Programmes are prepared and are updated on a regular basis to the satisfaction of the Operations Manager.</li> <li>▪ Programmed works are completed within approved budgets and to the satisfaction of the Area Engineer.</li> <li>▪ Records keeping for work accurate and complete and kept up to date in a timely manner.</li> <li>▪ Estimates for preferred solutions are realistic and are completed on time.</li> <li>▪ Input into reporting is accurate and timely.</li> <li>▪ All surveys and drawings are accurate and completed on time.</li> <li>▪ All contract works are completed in accordance with contract conditions and specifications.</li> <li>▪ Contract and general works administration reflects best practice and any particular project management plan requirements.</li> <li>▪ All environmental grant works must comply with the Council's environmental grant policy and be completed within budget and to the Area Engineers satisfaction.</li> <li>▪ All activities are conducted in accordance with the conditions outlined in the RMA, Horizons Regional Plans, resource consents</li> </ul> |

|   |  |
|---|--|
|   | <p>and relevant legislation and codes of practices.</p> <ul style="list-style-type: none"> <li>Regulatory and other permission requirements are identified, obtained and adhered to.</li> <li>Documentation in relation to compliance with the appropriate regulatory frameworks is completed in a timely and accurate manner to ensure that works fully comply with these requirements.</li> <li>Auditing of works (including contractors) to ensure compliance with the appropriate regulatory frameworks is completed.</li> </ul> |
| <b>3. Health and Safety</b>   |  |
| <ul style="list-style-type: none"> <li>Undertake the responsibility of a reporting officer as defined in the Health and Safety Manual.</li> </ul>   | <ul style="list-style-type: none"> <li>A high level of Health and Safety awareness is evident in all operations.</li> <li>Hazards on all work sites are identified assessed and managed in accordance with the Health and Safety Management Manual.</li> <li>All accidents that involve immediate staff and contractors are reported on time.</li> <li>Compliance with all procedures set out in the Health and Safety Manual is achieved.</li> </ul>  |
| <b>4. Communications</b>  |  |
| <ul style="list-style-type: none"> <li>Maintain effective working relations with ratepayers, liaison committees and other interest groups.</li> <li>Respond to verbal and written requests.</li> <li>Assist with presentations at annual scheme meetings and liaison committee meetings.</li> </ul>   | <ul style="list-style-type: none"> <li>Communications with ratepayers is effective and efficient.</li> <li>Customers are satisfied with written or verbal responses they receive for information or advice.</li> <li>All ratepayer enquires receive an initial response within 48 working hrs.</li> </ul>  |
| <b>5. Corporate Contribution</b>  |  |
| <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 training and 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 (e.g. 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>   |

# PERSON SPECIFICATION

## Qualifications

### Essential

- Current full New Zealand Class 1 driver licence.

### Desirable

- New Zealand Certificate in Engineering (Civil), or other relevant degree in Engineering/Science or Science, or at least well advanced progress towards such a 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 of 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.*

## NGĀ UARA O NGĀ PAE | HORIZONS VALUES



### **Manaakitanga | We care for our places and make a positive difference**

We care for our communities and the region's environments. We care for current and future generations.

### **He kura te tangata | We treasure our people**

We look after each other, we uphold each other's mana; we use our different skills to support one another.

### **Mā rau ringa e tutuki ai | We succeed together**

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

### **Kia Mau Ki Te Tokanga Nui a Noho**

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

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