

JOB DESCRIPTION

Job Title: Asset Condition Inspection Officer
Work Unit: Catchment Operations Group
Responsible to: Team Leader Assets & Environmental
Responsible for: No direct reports. Will regularly be responsible for onsite direction, supervision and safety management of contractors and Horizons Regional Council labour.

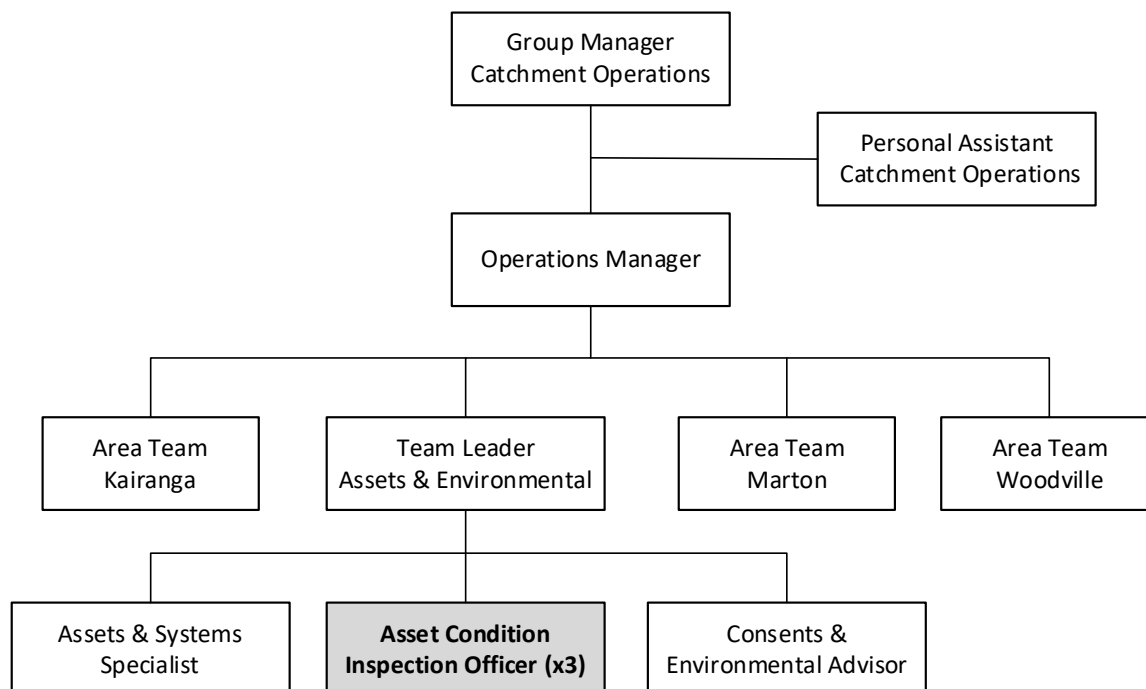
Position purpose:

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

Salary: \$67,193 (85%) – \$79,051 (100%)

Date: October 2022

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Government Departments Territorial Local Authorities Local and Rural communities General Public Iwi/hapū Contractors/consultants Scheme ratepayers Scheme liaison committees Interest groups Business and agricultural sectors 	<ul style="list-style-type: none"> Team Leader Assets & Environmental Assets & Environmental team Wider Operations team Technical and Administration Staff Other Horizons Staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Team Development and Support	
<ul style="list-style-type: none"> Provide accurate technical advice for the team and develop the knowledge and skills of junior staff. Provide liaison, support and feedback to the Assets & Environmental Team Promote a culture that reflects the organisation's values, customer focus and excellence objectives. 	<ul style="list-style-type: none"> Team members are continually updated with new information. Team members are supported when dealing with problems that occur both internally and externally to the organisation. Team members are given guidance, direction and support in their working environment. They provide effective communication between the Team Leader Assets & Environmental and Area Engineers.
2. Infrastructural Asset Management	
<ul style="list-style-type: none"> Locate, inspect and determine condition ratings for scheme assets within assigned area. Monitor asset performance to ensure that they continue to perform to the Council's maintenance performance standards. Assist Area Engineers with development of long-term plans and funding strategies. 	<ul style="list-style-type: none"> Asset inspections are undertaken in accordance with Scheme Asset Management Plans. Reports on asset condition are comprehensive and accurate and are correctly entered into the relevant asset register. Assets are performing to design or remedial work is programmed. Input into the development of long-term plans and funding strategies is effective and valued.
3. River and Drainage Operations	
<ul style="list-style-type: none"> Co-ordinate and supervise work in accordance with delegated responsibilities. Report to the Team Leader Assets & Environmental on progress with assigned works and inspection programs. Inspect and advise on general river and drainage engineering problems. Supervise minor works contracts and plant/labour hire contracts. Assist Area teams with repairs to assets. 	<ul style="list-style-type: none"> Programmes are updated on a regular basis and completed to the satisfaction of the Team Leader Assets & Environmental. Cost records of completed works are accurate and complete. Cost estimates are realistic and are completed on time. Input into fortnightly, bi-monthly and annual reports is accurate and timely.

<ul style="list-style-type: none"> Respond to flooding emergency situations and assist the team where required. 	<ul style="list-style-type: none"> All contract works are completed in accordance with contract conditions and specifications. Contract and general work administration reflects best practice and project management plan requirements. All activities are conducted in accordance with the conditions outlined in Horizons Regional Council plans, resource consents, relevant legislation and Codes of Practice.
4. Health and Safety	
<ul style="list-style-type: none"> Assume the responsibilities assigned to a "Manager" as defined in the Horizons Regional Council Health and Safety Management Manual. 	<ul style="list-style-type: none"> Co-ordination of hazard identification, hazard assessment and risk management is achieved within own team and area. All accidents involving staff or contractors are reported and investigated in a timely manner. Hazard management processes are implemented and monitored in relation to every work site and depot location. Potentially high-risk hazards associated with emergency events are appropriately managed remote from Incident Controller. A high level of Health and Safety awareness is evident in all activities.
5. Communications	
<ul style="list-style-type: none"> Maintain effective working relationships with ratepayers, liaison committees and other interest groups. Liaise with iwi/Māori in relation to scheme activities and Resource Consent applications, and attend marae meetings as required. Respond in a timely fashion to requests for information and advice. 	<ul style="list-style-type: none"> Communications with ratepayers are effective and efficient. Customers are generally satisfied with written or verbal responses they receive after requests for information or advice. All ratepayer enquires receive an initial response within 48 hrs.
6. Corporate Contribution	
<ul style="list-style-type: none"> 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 own Council plant and equipment. Fulfil administration and reporting requirements (e.g. timesheets, vouchers). 	<ul style="list-style-type: none"> 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 timely and accurate.

PERSON SPECIFICATION

Qualifications

Essential

- A minimum of New Zealand Diploma in Infrastructure Asset Management or relevant qualification.
- Current full New Zealand Class 1 driver 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 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.
- Occasionally have 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: ____/____/____