

JOB DESCRIPTION

Job Title: Design Engineer | Kaipūkaha Hoahoa
Work Unit: Freshwater and Projects team, Catchment Operations
Responsible to: Team Leader Investigation and Design
Responsible for: Nil Reports

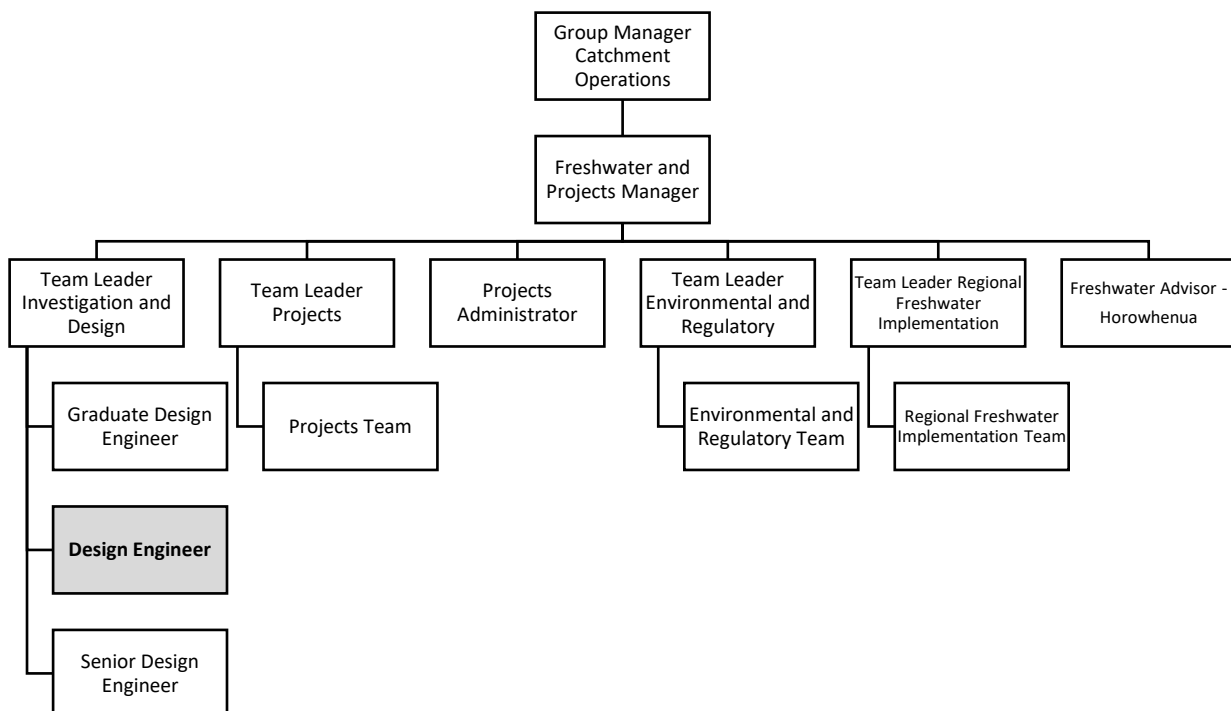
Position purpose:

- Provide professional technical engineering expertise within the Council on river management, drainage and flood risk management issues.
- Review River Control and Drainage Schemes, including evaluation of performance in relation to Council goals and objectives; design of specific works; and the recommendation of standards and priorities for scheme management.
- Provide technical advisory services to Catchment Operations group staff, territorial local authorities and ratepayers in respect of river management, drainage and consent issues.

Salary: \$97,105 (85%) – \$114,241 (100%)

Date: June 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> • Engineering consultants • Ratepayers • Consent applicants • Engineers and planners from territorial local authorities • Scheme liaison committees 	<ul style="list-style-type: none"> • Team Leaders River Management • Project Engineers • Environmental Scientists • Consents team • Consent Monitoring team • Policy team • District Advice • River Management Assets Management team • Operations Manager • Group Manager Catchment Operations • Wider Catchment Operations team • Technical and Administration staff • Other Horizons staff • Catchment Information • Catchment Data • Information Services

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
1. Scheme Reviews	
<ul style="list-style-type: none"> • Undertake scheme reviews • Assess performance of drainage networks. • Assess river morphology trends and hydraulics. • Assess condition of scheme assets. • Quantify flood hazards and risk. • Consult with ratepayers, councillors and affected parties. • Recommend remedial works and management options. • Prepare comprehensive technical reports. • Present review findings to council and ratepayers. 	<ul style="list-style-type: none"> • Reviews are comprehensive, of a high standard, and completed within an acceptable and agreed timeframe. • Review reports are to a high standard and are clearly understandable to a wide stakeholder audience. • Recommendations reflect an appropriate balance between risk and affordability. • After public consultation, recommendations are acceptable to a majority of councillors, ratepayers and affected parties.
2. Specific Investigations, Design and Advice	
<ul style="list-style-type: none"> • Undertake design and/or performance reviews of Flood control and drainage scheme assets and provide recommendations. • Undertake detailed hydrological and hydraulics design, applying industry standard computer modelling (currently HEC-HMS, HEC-RAS, TUFLOW, MIKE plus). • Provide detailed advice on management of gravel using wise environmental and engineering practices. 	<ul style="list-style-type: none"> • Design is carried out to an appropriately high standard within an acceptable and agreed timeframe. • Advice is accurate, appropriate and is provided within acceptable timeframes. • Any other assistance meets requirements.

<ul style="list-style-type: none"> • Undertake other specific investigation and design work as required. • Undertake reviews of stormwater management plans. • Undertake technical reviews of resource consent applications and/or compliance assessments against the One Plan requirements (or any updated rule framework). Provide general technical advice about river management, drainage and flooding issues to Horizons Regional Council staff, territorial authorities and ratepayers. This information may be used to inform resource consent applications for Catchment Operations. • Provide technical advice and assistance to Horizons Regional Council Controller, in relation to emergency response to floods. 	
3. General River Engineering Investigations	
<ul style="list-style-type: none"> • Undertake investigations under the 'wider rivers' initiative. • Investigate flooding and erosion problems, analyse findings. Undertake options assessment, and formulate recommendations. • Consult with affected landowners and other interested groups. • Write reports. • Make presentations to stakeholder groups. 	<ul style="list-style-type: none"> • Investigations and analyses are completed on time and to an acceptable professional standard. • Reports are prepared on time, to a high standard and to the satisfaction of the Team Leader Investigation and Design. • Recommendations are acceptable to a majority councillors, landowners and other stakeholders.
4. Public liaison	
<ul style="list-style-type: none"> • Facilitate, prepare and promote HRC, Catchment Operations and individual projects to the public, interest groups and project partners. • Prepare articles for publication following HRC communication procedures. • Support all HRC strategies and plans with an emphasis on Catchment Operations operational plans and individual project targets. • Respond to complaints, general inquiries and requests for action. • Organise and attend formal or informal public events or focus groups when needed e.g. field days/scheme meetings when needed. • Deliver presentations to public. 	<ul style="list-style-type: none"> • Community involvement is achieved by facilitating diverse groups, identifying and clarifying unresolved issues, recommending action and modifying behaviour. • Articles are submitted as required. • Customers receive up-to-date and relevant information. • Requests for information are responded to promptly. • All customer contacts and queries are recorded in an appropriate database on a timely basis.
5. 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. 	<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.

<ul style="list-style-type: none"> • Participate and contribute to corporate projects and inter-departmental initiatives as agreed. • Maintain Council plant and equipment. • Fulfil administration-reporting requirements (eg. timesheets, vouchers, reporting). • Ensure the Business Continuity Plan (BCP) for the team / work group is maintained, and regularly reviewed and updated to ensure its currency. 	<ul style="list-style-type: none"> • Administration requirements are completed timely and accurately. • BCP is maintained and updated as required, to reflect changes and ensure its currency within current and future team / group activities.
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PERSON SPECIFICATION

Qualifications

Essential

- Bachelor's Degree in Civil, Environmental or Natural Resources Engineering.

Desirable

- Chartered Professional Engineer or overseas equivalent (or working towards).

Knowledge/Experience

- Have specific expertise in open channel hydrology and hydraulics and river morphology, including fluvial gravel processes and flood protection asset (stopbank, drainage, pumpstation, culvert/flood gate) design.
- Have specific expertise or knowledge of relevant aspects of soil mechanics and basic structural analysis.
- Be computer literate and competent with spreadsheets, word processing and hydraulic modelling and other software – in particular HEC HMS, HEC-RAS, TUFLOW or MIKE by DHI, QGIS, ArcPro.

KEY JOB COMPETENCIES

Expert Knowledge

- Hydrology.
- Open channel design.
- Hydraulic modelling.
- Fluid mechanics.

Advanced Knowledge

- Computer literacy.
- Time management.
- Soil mechanics, basic structure analysis;
- Fluvial gravel processes.
- Pumping and drainage design.

Working Knowledge

- Project management.
- Resource Management legislation.
- Safe work practices.

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 high standard of written and verbal communication.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- Capable of original, creative thinking in comprehending river processes and in solving related design problems.
- Able to work productively and contribute fully to the wider Catchment Operations team.
- Able to communicate both positive and negative ideas in a clear and non-confrontational manner, even when the audience is unreceptive.
- Proactive in furthering their professional development.
- Have a high level of professional judgment and the ability to undertake work within the context of theoretical principles and broad guidelines.

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- 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.

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: ___/___/___