



SOUTHLAND
DISTRICT COUNCIL

POSITION DESCRIPTION

Contract engineer

Contract engineer

Manager

- contracts manager

Responsible for

- no one

Purpose of the role

- the purpose of the contract engineer role is to support the contract manager and ultimately manager of operations in delivering the operations functions of the three waters activities in a safe and effective manner.



OUR VALUES

CREATING OPPORTUNITIES

Strive for continuous improvement

Embrace change, see it as an opportunity

Seek to learn

Question the status quo

TAKING OWNERSHIP

Deliver on promises

Do what you say
Walk the talk

Own mistakes and learn from them

Be up front

Do the right thing at the right time

Be solution focused

WORKING TOGETHER

Demonstrate honest, open and appropriate communication

Open to feedback
Actively listening
Courageous conversations

Respecting each other

Supporting
Treating fairly
Recognising needs

Building and maintaining relationships

Sharing knowledge and expertise

BEING PROUD TO BELONG

Have a sense of belonging to SDC and the community

Have enthusiasm for Southland

Wanting the best for Southland

Be proud of what you do and how you do it

OUR VISION & MISSION

One community offering endless opportunities.

Working together for a better Southland.



KEY RELATIONSHIPS

Who does the job holder work for or interact with?

Internal Relationships

- all staff
- elected members

External Relationships

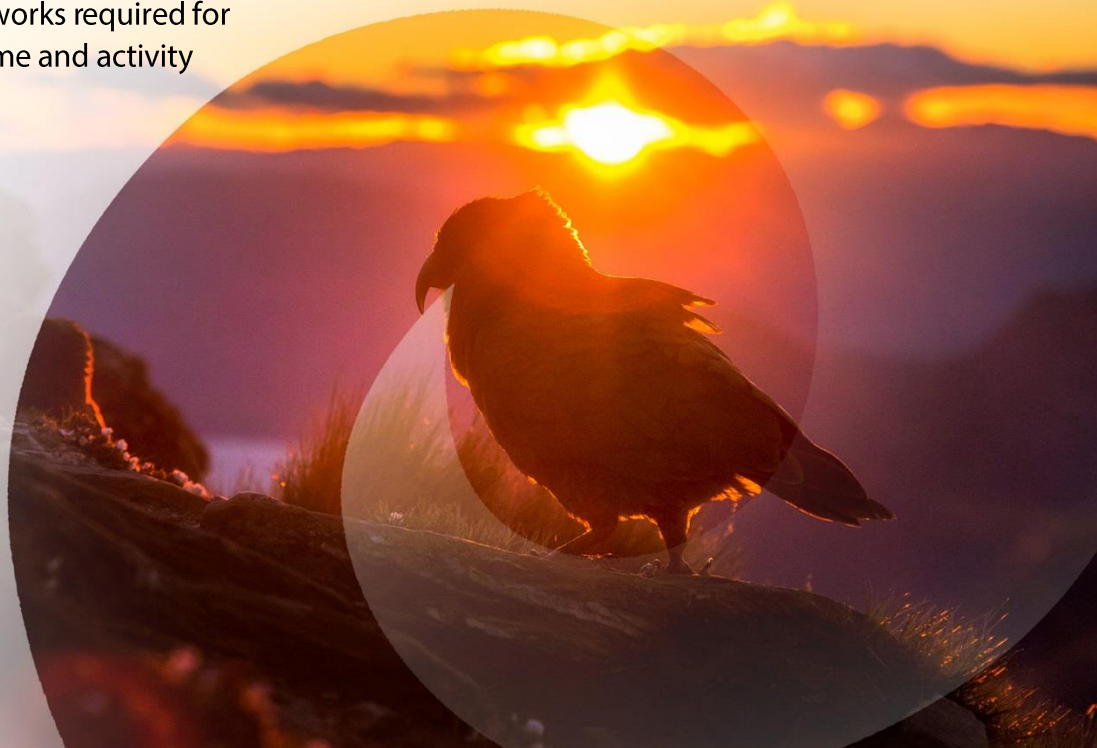
- technical consultants
- equipment suppliers
- contractors and service providers
- regulators and other councils
- statutory agencies eg, Department of Conservation, NZTA, Fish and Game, Ministry of Health
- affected parties
- members of public/ratepayers

KEY ACCOUNTABILITIES

The key responsibilities are provided as a guide only.

Performance measures for this job will need further discussion between the job holder and manager as part of the performance development process.

- in conjunction with Council's contract manager oversee operations and maintenance associated with three waters contract activities
- demonstrate a robust understanding of Council three waters contracts in order to ensure appropriate contractor and KPI performance and contract administration functions
- liaison with elected representatives around three waters related activities within local communities in order to ensure level of service provision is met
- safety quality and environmental performance SQE oversight on three waters related works including performance monitoring and auditing
- prioritisation of critical work streams and the development of the work programme in conjunction with contractors and other members of the activity team
- three waters related RFS oversight to ensure Council's levels of service are met
- work with the asset managers on identifying, developing and prioritising works required for the long term plan programme and activity management plans
- minor works oversight through operations and maintenance contractors
- contribute to and be an integral part of an effective and cohesive strategic water and waste team.





ORGANISATIONAL ACCOUNTABILITIES

Undertake other activities, duties or projects (including “internal projects”) as directed by your Manager/Group Manager in an efficient and effective manner.

Attend and participate in Emergency Operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.

Assist Council, as required, in managing a civil defence event, having due regard to the safety of your family

Responsible for the safe management of Group activities and to support and enable the CEO and the Council as a PCBU to fulfil their duties under the law.

Champion, comply and promote the Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.

EDUCATION & QUALIFICATION

- BE, BEngTech-Civil, NZCE-Civil or NZDE-Civil with appropriate experience preferred
- up to three years relevant experience in operations and contracting environment
- a relevant qualification in water/wastewater treatment is highly desirable though not essential

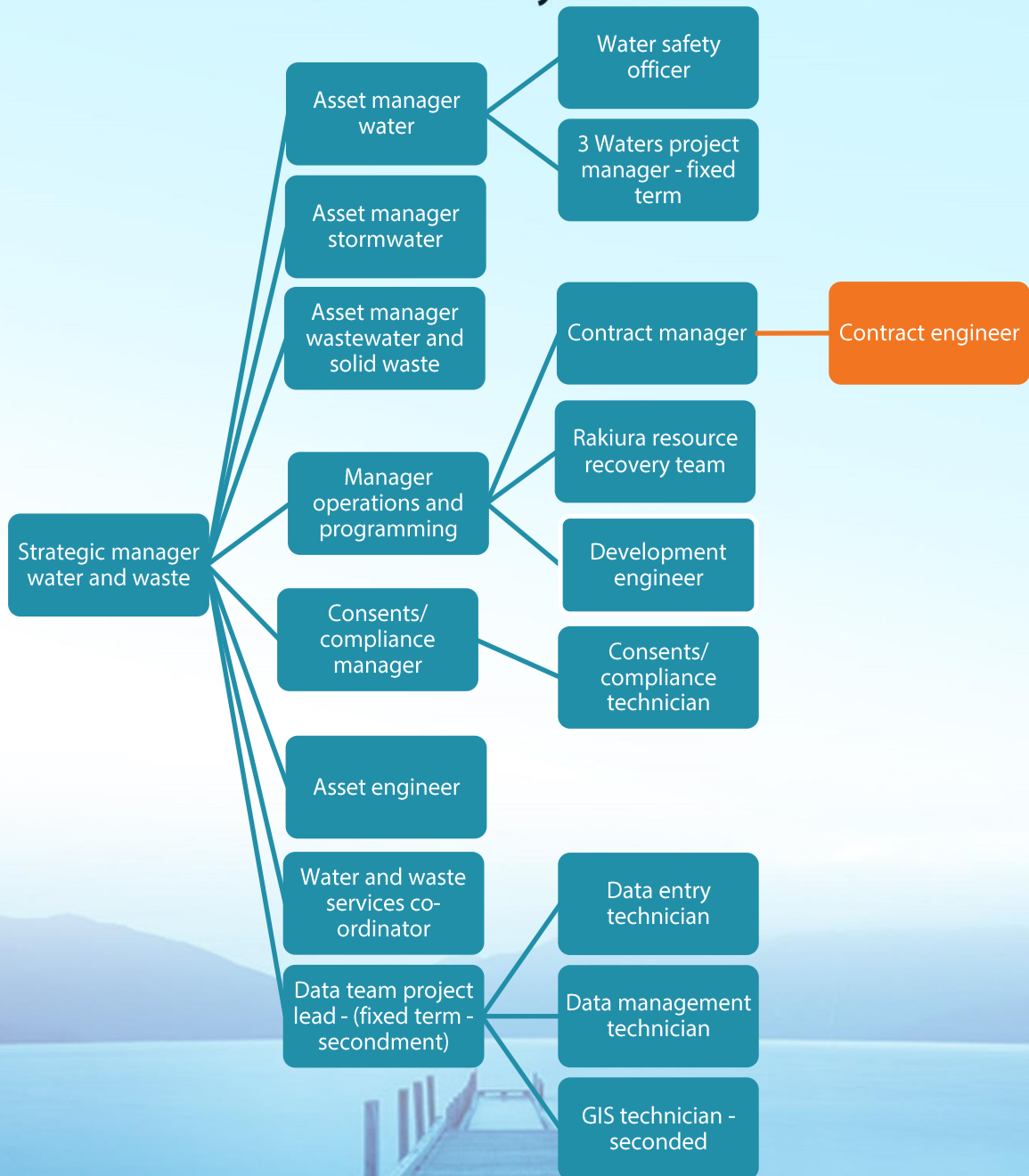
KNOWLEDGE EXPERIENCE & SKILLS

- contract supervision
- public utilities operations (water treatment operations)
- knowledge of water supply, wastewater and stormwater reticulation and treatment
- financial/budget management experience
- computer literacy - MS Office suite - high level of excel skill
- understanding of Council processes and systems
- excellent written and oral communication skills
- high level of customer service care and ethics
- ability to work under pressure with a minimum of supervision.
- work collaboratively with others both to strive to deliver continuous improvement
- understanding and previous experience in delivery of sound health and safety practices.



STRUCTURE

Where does my role fit?



AGREED BY

JOB HOLDER: _____

CHIEF EXECUTIVE: _____

DATE: _____



LEADING THE WAY

