

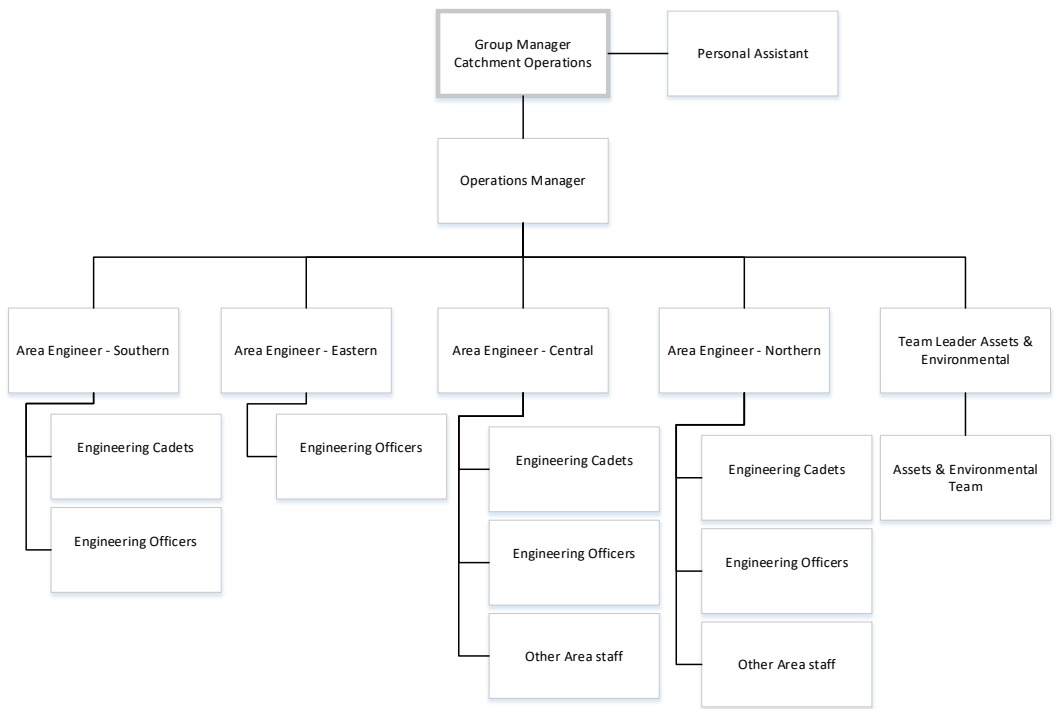
# JOB DESCRIPTION

**Job Title:** Engineering Cadet | Āpiha Tauira Pūkaha  
**Work Unit:** Catchment Operations  
**Responsible to:** Area Engineer  
**Responsible for:** No direct reports.  
**Position purpose:** This job exists to:  

- Assist with the investigation and construction supervision of river and drainage engineering works.
- Assist with inspections and reporting on condition of infrastructural assets.

**Salary:** \$59,086 (85%) – \$69,513 (100%)  
**Date:** July 2024

# ORGANISATIONAL CONTEXT



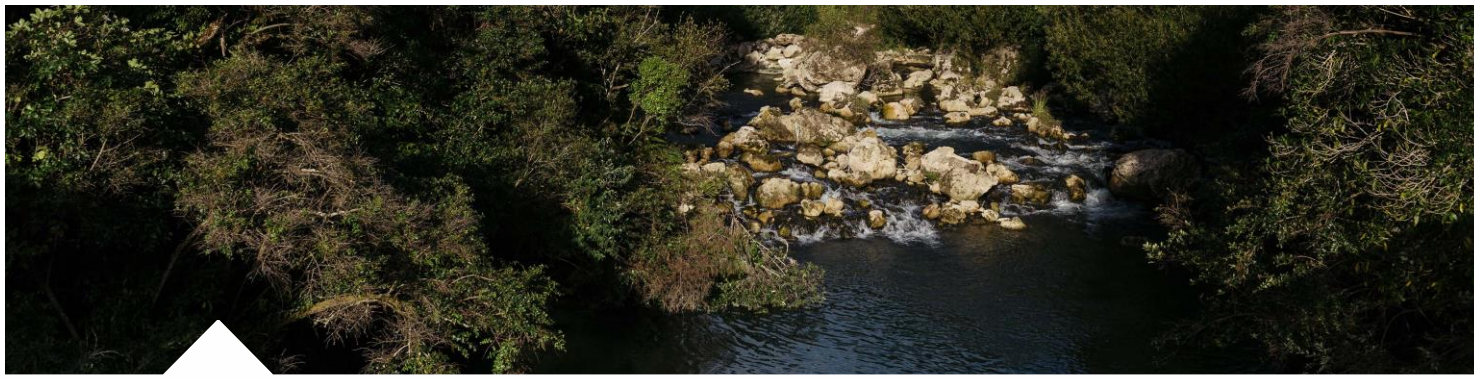


## FUNCTIONAL RELATIONSHIPS

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/hapū</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>▪ Other Area staff</li> <li>▪ Wider 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> <li>▪ GIS maps are updated in accordance and align with asset registers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Asset inspections are undertaken in accordance with the Scheme asset management plan.</li> <li>▪ Reports on assets condition are comprehensive and accurate and are correctly entered into the schemes asset register.</li> </ul>
<b>2. River and Drainage Operations</b>	
<ul style="list-style-type: none"> <li>▪ Undertake engineering surveys and inspections.</li> <li>▪ Prepare plans, specifications and estimates</li> <li>▪ Supervise Horizons Regional Council or Contractor forces in execution of river and drainage engineering works.</li> <li>▪ Compile and maintain records of construction works and associated costs.</li> <li>▪ Provide general assistance to other Catchment Operations Group staff as requested by the Area Engineer.</li> <li>▪ Monitor and manage expenditure in assigned areas of responsibility.</li> <li>▪ Assist with the various reports (Annual Scheme Report, Liaison Committee, Bi monthly, Flood Damage Reports).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Surveys, plans and estimates are accurate and completed by agreed time.</li> <li>▪ Works are completed in accordance with contract conditions and specifications.</li> <li>▪ Records are accurate and presented to a high standard.</li> <li>▪ General tasks are completed willingly, in a timely manner and to a high standard.</li> </ul>



3. Health and Safety	
<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>
4. Communications	
<ul style="list-style-type: none"> <li>Maintain effective working relations with ratepayers, liaison committees and other interest groups.</li> <li>Respond in a timely manner to verbal and written requests.</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 hrs.</li> </ul>
5. Corporate Contribution	
<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

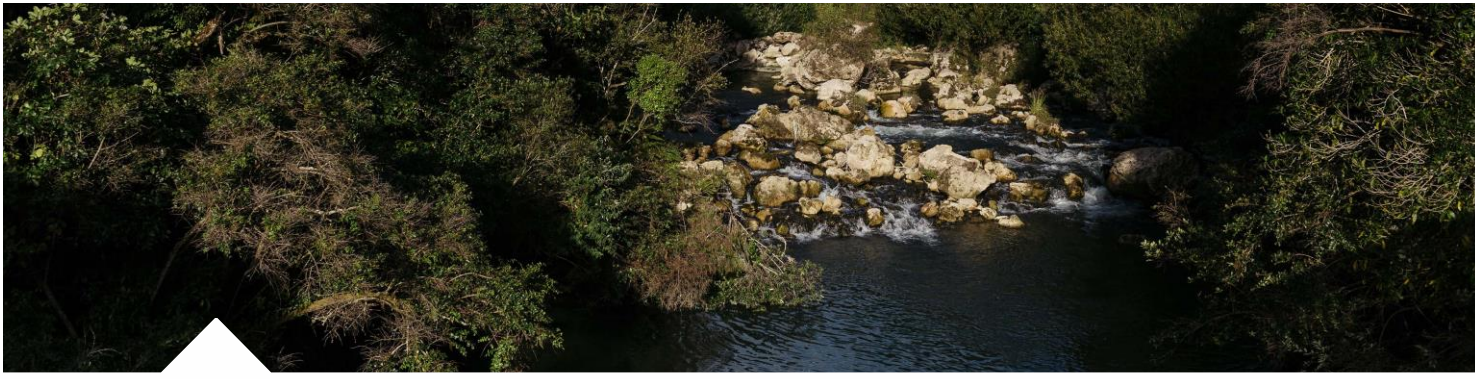
- Current full New Zealand Class 1 driver licence.

#### 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

- The incumbent is not expected to initially possess knowledge and experience relevant to the position but should develop these over a period of two years or thereabouts.



## KEY JOB COMPETENCIES

### Awareness

- Sensitivity to differing cultural perspectives.
- Health and Safety manual procedures
- Safe work practices
- Time management.

## 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

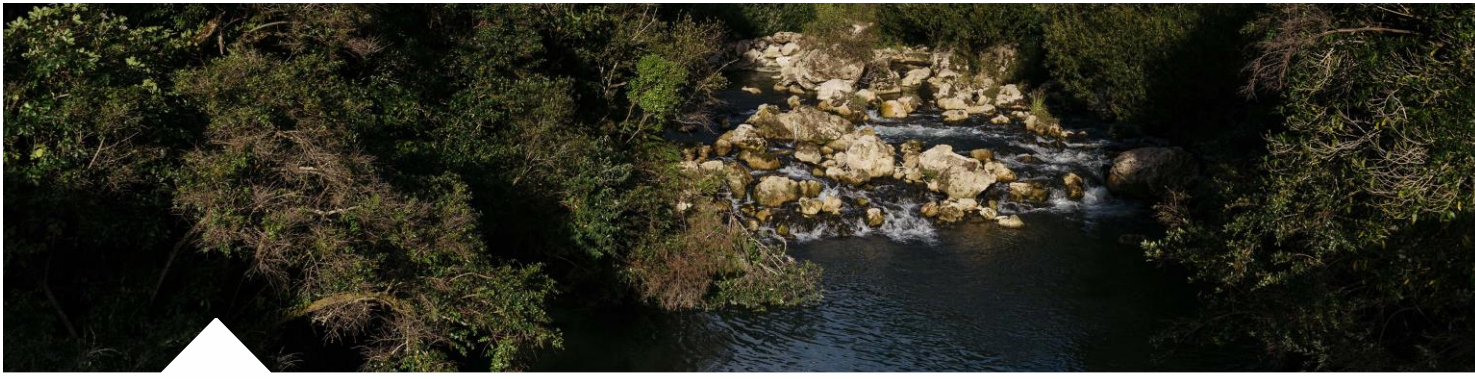
- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

### Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

## PERSONAL ATTRIBUTES

- Have an ability to communicate clearly – both verbally and in writing.
- Have an interest in civil engineering generally and in river and drainage engineering in particular.
- Be reliable, punctual, responsive to instruction and direction.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- Have an ability to contribute fully to a team effort.



- Exhibit a good standard of personal presentation and have a good level of physical fitness.
- Be proactive in furthering own development.
- Have an ability to respond politely and quickly to ratepayer enquiries.

## OTHER REQUIREMENTS

The position holder will be required as a condition of appointment to study for and obtain a New Zealand Diploma in Civil Engineering. The course of study will involve extramural study and attendance at block courses. The employer will meet reasonable costs for course fees and allow some leave on pay for attendance at courses. The position holder will also be required to undertake study in their own time.

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: \_\_\_\_/\_\_\_\_/\_\_\_\_