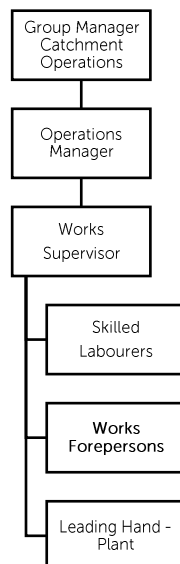




JOB DESCRIPTION

Job Title:	Works Foreperson
Work Unit:	Catchment Operations
Responsible to:	Works Supervisor
Responsible for:	No direct reports. However, will be regularly responsible for the on-site direction, supervision and safety management of “own forces” labour and contractors.
Position purpose:	To organise and supervise field staff and contractors in the execution of flood / erosion control and drainage works in accordance with agreed programmes and accepted practices, by undertaking varied manual tasks and operating light plant and equipment.
Salary:	\$63,287 (85%) - \$74,455 (100%)
Date:	December 2025

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> Contractors Scheme Ratepayers General Public 	<ul style="list-style-type: none"> River Management Team Other Horizons Regional Council Staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
River and Drainage Operations	
<ul style="list-style-type: none"> In conjunction with Works Supervisor schedule and prioritise works programs that have been assigned to them. Monitor the engagement of contractors and staff and the procurement of materials in accordance with the various Horizons policies and procedures. Operate plant and equipment as required in the execution of river and drainage engineering works. Ensure plant and equipment is maintained so as to facilitate its safe and efficient operation. Undertake various manual tasks in relation to the construction and maintenance of flood control, erosion control and drainage works. Leading and motivating a team. Update to Supervisor on progress of assigned works. As required, undertake inspections and report to Works Supervisor / Asset Condition Inspector on Scheme asset condition. 	<ul style="list-style-type: none"> Works are undertaken in accordance with accepted best practice. Agreed tasks are completed in full, to specification and on time. Standard of finished work is to the satisfaction of Works Supervisor and ratepayers. Plant and equipment is operated and maintained in accordance with manufacturer's recommendations. Reports on asset condition are accurate and timely. A high standard of finished work results from all manual tasks undertaken. All work completed to the satisfaction of the Engineering Officer / Works Supervisor and ratepayers.
Health and Safety	
<ul style="list-style-type: none"> Assume all "staff responsibilities" as defined in the Health and Safety Manual. Undertake the responsibilities of the Site Safety Supervisor, as nominated on the Catchment Operations Group 'Start-up' sheet. 	<ul style="list-style-type: none"> A high standard of Health and Safety is evident in all operations. Hazards on all work sites are identified, assessed and managed in accordance with the Health and Safety Manual. Full compliance with all procedures set out in the Health and Safety Manual is achieved. Any training requirements are identified and reported to the Supervisor.
Supervision/Development and Support	
<ul style="list-style-type: none"> Allocate tasks as appropriate and direct on-site operations. Foster a positive team approach to the work. Monitor output and maintain a high standard of workmanship. Assist in the development of team knowledge and skills. Provide liaison, support and feedback to the team and the Area Engineer 	<ul style="list-style-type: none"> Staff/contractor resources are used effectively. A strong team approach is evident. Staff/contractors have a clear understanding of the work they are required to undertake. Works are completed to agreed standard/specifications on time Team members are given guidance, direction and support in their working environment

<ul style="list-style-type: none"> Promote a culture that reflects the organisation's values, customer focus and excellence objectives. 	
Communication	
<ul style="list-style-type: none"> Maintain effective working relations with Horizons staff, contractors and ratepayers 	<ul style="list-style-type: none"> Communication is clear, concise with sound reasoning behind it and well thought out conclusions.
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 training and activities as required. Participate and contribute to corporate projects and inter-departmental initiatives as agreed. Maintain Council plant and equipment. Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<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 completed timely and accurately.

PERSON SPECIFICATION

Qualifications

Essential

- Must have current motor vehicles licence 1, 2, W, T minimum.
- New Zealand Certificate in Infrastructure Works (Levels 3 and 4).
- Current first aid certificate

Knowledge/Experience

- At least 2 years' experience and knowledge of accepted best practices for river and drainage engineering works.
- A good knowledge of plant operation and general agricultural contracting tasks.
- Experience in the supervision of a small team in manual/mechanical tasks.
- Agricultural spraying
- Tree felling and chainsaw skills
- A good knowledge of Health and Safety legislation and of safe work practices.

KEY JOB COMPETENCIES

Advanced Knowledge

- Safe work practices.
- Drainage maintenance / flood and erosion control works best practices.
- Worksite supervision.

Working Knowledge

- Effective / efficient operation of plant and equipment.
- First aid skills.

Awareness

- Sensitivity to differing cultural perspectives.
- Resource Management Act principles and objectives.

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 work unsupervised for extended periods.
- Have good standard of verbal communication.
- Be self-motivated and display a responsible, committed attitude to work and to the organisation.
- Be well organised.
- Have the ability to plan ahead, anticipate problems and take appropriate actions.
- Have a good understanding of farming operations and an ability to work co-operatively with landowners.

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 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 assigned responsibilities and to 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: ____/____/____