

Civil Draughtsperson/ Technician GIS/AMIS



Department	Assets & Services
Location	Seymour Street, Blenheim
Direct reports	Nil
Reporting to	Senior Draughtsperson GIS/AMIS
Grade	13
Financial delegation	No budget responsibility

Department Overview

This position is within the Assets & Services Department. The Assets & Services Department is responsible for delivering the key services of emergency management; public transport; rivers and drainage; roading; storm, waste and drinking water; and waste management.

Purpose of the Role

The purpose of the role is to:

- Accurately record and maintain infrastructural assets within the Geographical Information System for Marlborough District Council (MDC) staff and customers
- Provide an effective Asset Management Information System (AMIS) service for Marlborough District Council (MDC) staff and customers
- Assist in the analysis and processing of information relating to performance of infrastructural assets.

Key Responsibilities

GIS/AMIS Data	Collect attribute and spatial data from hardcopy records relating to services for water, wastewater and stormwater and accurately transfer data to GIS/AMIS Ensure that information stored in GIS/AMIS is an accurate record of Council's assets.
Council Plans Data	Collect and record infrastructure details through site investigation and survey and assist in maintaining hard copy plans to "As Built" standard Ensure Council's Plans display an accurate representation of "in ground" assets and asset attribute data is accurately recorded into Council's information systems.
Data analysis	Use data analysis techniques to query and check record details

	<p>Ensure GIS/AMIS data is retrieved and analysed for accuracy and consistency across all systems.</p> <p>Ensure data is complete to enable asset management, performance monitoring and compliance functions.</p>
Administration	<p>Assist with administration and processing of site records, asset performance data and resource consent compliance information</p> <p>Ensure GIS/AMIS, record drawings and other information systems are accurately updated</p>

Organisational Responsibilities

Continuous improvement

Challenge the status quo and continuously seek opportunities to improve services and processes.

Customer service

Relate with the public in a courteous and positive manner. Actively listen to understand and meet customer's needs.

Digital mindset

Have a "digital mindset" which allows you to approach situations with a digital focus, taking full advantage of the technology, information, and data available to us whilst ensuring operational outcomes, efficiency, and security aren't compromised.

Be aware that transformation comes not from a change of system or infrastructure but a change in mindset. Opening your mind to the idea of doing things differently can unlock the true range of possibilities.

Health, safety and wellbeing

Take ownership and responsibility for your own decisions and actions by proactively engaging in safe work practices that prevent injury; and look out for your colleagues, contractors, customers, and visitors.

Report hazards, injuries, illnesses, near-misses, unsafe practices, rules that don't work and other opportunities for improvement without fear or delay, so that we can all learn and share in the learning.

Co-operate with reasonable instructions and procedures.

Contribute to Council's ongoing safety improvement journey.

Make safety a priority and help lead the way!

Inclusion and diversity

Support an inclusive workplace - an environment where our employees feel safe, valued and respected; and have opportunities to contribute their perspectives, experience and talents to our organisation.

Support a diverse workforce (the visible and invisible factors that define us as individuals) by displaying an open-minded, non-judgmental attitude towards others.

Record management

Create and maintain all records of Council business (regardless of format) in approved corporate information systems, as per Council's information and data management policies and procedures.

Response in emergencies

Be available to assist during emergencies as and when they occur, working within your level of competence and training.

Risk management

Understand, report and manage operational and compliance risk. Familiarise yourself, comply with and give advice in accordance with Council's risk management policies and procedures.

Te ao Māori

Willingness to develop cultural competency; for example by developing an understanding of te reo Māori, tikanga Māori (Māori customs and practices), mātauranga Māori (Māori wisdom, knowledge and understanding) and Te Tiriti of Waitangi; and by engaging with Māori communities as required within your role.

Other duties

Take on any additional duties or special projects that may be assigned from time to time and ensure that these are performed effectively and efficiently.

Person Specification

Qualifications	A relevant diploma or tertiary qualification in Civil Engineering or GIS.
Experience and knowledge	<p>Experience in ESRI ArcGIS suite of products and geospatial data processing tools.</p> <p>Excellent skills in the use of Microsoft database and Office software products.</p> <p>Some experience in computer aided drawing CAD programme(s).</p> <p>An interest in water, wastewater and stormwater engineering and maintenance.</p> <p>Able to interpret and use utility services plans and/or engineering drawings.</p> <p>Knowledge of surveying and GPS technologies.</p> <p>Previous experience with a proprietary relational database particularly for asset management (AMIS) would be an advantage.</p>

Core Competencies

Adaptability	<p>Ability to maintain a calm, professional manner in challenging situations.</p> <p>Ability to operate effectively in a complex and changing environment.</p>
Commitment to improvement	<p>Enthusiasm for continually increasing knowledge and technical abilities.</p> <p>Enthusiasm for continuous improvement and efficiency in processes.</p>
Communication	Excellent oral and written communication skills which are appropriate and relevant to the audience.
Customer focus	<p>Excellent customer services skills.</p> <p>Ability to understand customers' needs via active listening.</p>
Digital literacy	<p>Ability to learn new technological skills essential for digital transformation and to think innovatively and embrace a perpetual learning culture.</p> <p>Motivation to use digital skills to create new opportunities.</p>
Integrity	<p>Ability to handle confidential or controversial information with discretion and professionalism.</p> <p>Takes accountability for own actions.</p>
Interpersonal skills	<p>Proven ability to work effectively in a team environment.</p> <p>Proven ability to develop relationships and work collaboratively with others.</p>
Organisational skills	<p>Strong personal prioritisation and time management skills.</p> <p>Ability to multi-task, prioritise, pay attention to detail and use initiative.</p>

Problem solving and decision making	<p>Considers risk factors in decision-making.</p> <p>Uses own judgement and experience to solve problems.</p>
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Strategic Framework

Vision	<p>Marlborough is a globally-connected district of smart, progressive, high-value enterprises, known for our economic efficiency, quality lifestyle and wellbeing, caring community, desirable location and healthy natural environment.</p>
Mission	<p>We invest in Marlborough's future, our people, quality lifestyle and outstanding natural environment.</p>
Values	<p>Council's values and behaviours are based on Respect, Professionalism and Integrity. Council is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.</p> <p>All staff are expected to endorse and support Council's Vision and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.</p> <p>Our values are:</p> <ul style="list-style-type: none"> • We are open, transparent and collaborative. • We partner with tangata whenua iwi. • We involve and respect our many cultures. • We are innovative and strive for excellence. • We are adaptive and responsive to community needs. • We work in an environmentally sustainable manner.