

Department	Infrastructure & Services
Location	Seymour Street, Blenheim
Direct reports	Nil
Reporting to	Senior Projects Engineer
Grade	17
Financial delegation	No budget responsibility

Department Overview

This position is within the Infrastructure & Services Department. This department is responsible for the delivery, maintenance and management of infrastructure, and for the provision of emergency management; public transport; rivers and drainage; roading; storm, waste and drinking water; and waste management.

Purpose of the Role

The Planning and Development Section is responsible for identifying the need for capital upgrades to water and sewerage schemes, budgeting, design, construction and commissioning and liaises closely with the Operations and Maintenance Section.

An objective of this role is to design and manage the construction of upgrades and renewals of Council's water and sewerage infrastructure, including pump stations, pipelines and treatment plants.

Key Responsibilities

Identify and scope projects	Scope new projects and write project plans and programmes.
Consultants	Prepare Request for Proposal (RFP) documents for consultants, including detailed Project Procedures Manuals (PPM). Evaluate consultant's proposals. Engage and manage consultants.
Cost estimating	Establish cost estimates for pipeline and smaller pump station projects using costing data collected from similar works. Assist with budgeting by providing cost estimates for projects as requested by your manager.
Consultation	Consult with affected landowners and public regarding access, project details, programming and impacts of the works.

Resource consenting	<p>Advise on planning matters with regard to specific projects with the assistance of consultants as required.</p> <p>Manage preparation of resource consent applications.</p>
Design	<p>Carry out designs for pipelines and smaller pump stations to achieve the required functionality and meet the appropriate standards.</p>
Permissions	<p>Obtain permissions for works to proceed.</p> <p>Review the project with respect to permissions and consents that will be required.</p>
Timelines and reports	<p>Produce and manage programmes within agreed timeframes.</p> <p>Regularly report to manager on progress.</p> <p>Prepare reports to inform the Group Manager Infrastructure and Services or Council committee on project/contract status.</p>
Health and safety	<p>Manage health and safety by applying Safety in Design and good health and safety practices throughout the project.</p>
Risk assessment	<p>Review and assess risks for each project and construction contract.</p>
Documentation	<p>Produce tender and contract documents for each construction contract using Council's template, along with specifications.</p> <p>Evaluate tenders and make recommendation for tender acceptance.</p>
Manage projects	<p>Manage smaller projects ensuring contracts are well managed, with particular emphasis on health and safety, quality, value for money and record keeping.</p> <p>For large projects, ensure the consultant provides good management.</p>
Monitoring and administration	<p>Monitor the work of contractors, including construction, testing and commissioning.</p> <p>Review and comment on contractor health and safety plans, management plans, and methodologies.</p> <p>For large projects, manage the consultant to ensure high standards of construction monitoring.</p>
Handover to Council's operators	<p>Ensure operator training, O&M manuals and accurate as-built drawings are provided.</p> <p>Provide information to the Asset Management Engineer.</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	<p>A tertiary qualification, either BE (Civil), or NZCE (civil) or New Zealand Diploma in Engineering (civil).</p> <p>A current drivers licence (manual vehicles).</p>
Experience and knowledge	<p>A minimum of five years' experience in civil engineering, preferably in the fields of water supply and/or sewerage.</p> <p>A high aptitude and interest in civil engineering as it relates to Water Supply and Sewerage.</p> <p>Knowledge of, or keen interest in learning about, water treatment and/or sewage treatment.</p> <p>A sound understanding of engineering principles especially as they relate to Council's water and sewer infrastructure.</p> <p>That you are familiar with NZS 3910 and contracting in general.</p> <p>Experience in contract monitoring and administration.</p> <p>Experience with designs of pipelines and civil works.</p> <p>An understanding of the Resource Management Act.</p> <p>Physically fit for working on sites as required.</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	<p>Excellent oral and written communication skills which are appropriate and relevant to the audience.</p>
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>

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.