

WAIMAKARIRI DISTRICT COUNCIL

JOB DESCRIPTION

JOB TITLE	UTILITIES TECHNICIAN
DATE:	OCTOBER 2009
ACCOUNTABLE TO:	WATER UNIT TECHNICIAN TEAM LEADER
ACCOUNTABLE FOR:	NO STAFF

PURPOSE

To assist the Unit Team Leader to provide an in-house consultancy service and an efficient and effective delivery of works and services that have been contracted to the Water Unit:

1. Ensuring the safe, efficient and effective operation of the Council's water supply, sewage treatment and drainage facilities nominated by the Asset Team Leaders, to ensure the water reticulated to consumers is to the required standard and effluent from wastewater systems complies with Resource Consents.
2. Being part of the Water Unit team able to provide professional services to the Council competitive with the private sector.

POSITION OBJECTIVES

1. To assist in maintaining the continuous safe and reliable operation of the Council water supplies and sewerage schemes, particularly the pumping, treatment and control systems.
2. To keep the Water Unit Team Leader fully apprised of the operating condition of all facilities and provide such performance data, water consumption figures etc, as may be requested.
3. To monitor and record the operating performance of all water/waste facilities under his/her control. This will include data on flow quantities, flow rates, pumping hours, treatment dosages, pH and chemical analysis pressures, etc.
4. To mix treatment chemicals when necessary and ensure an adequate supply of chemicals is maintained for uninterrupted treatment.
5. To carry out regular sampling and testing of water supplies and wastewater systems in the District.
6. To carry out other contracted services as contracted with the Water Unit.

QUALIFICATIONS AND KNOWLEDGE REQUIRED

1. Water and/or Wastewater Treatment Site Operator.

2. A practical knowledge of water supply pumping stations and sewage treatment plants including an understanding of mechanical componentry such as pumps.
3. Sound knowledge of New Zealand Standards relating to water quality standards.
4. The ability to understand budgets and exercise financial control over expenditure.
5. A current Workplace First Aid Certificate.
6. A current Class B motor vehicle licence.

HOURS OF WORK

Normal office hours or otherwise as agreed with the Water Unit Team Leader, together with such other times as may be necessary to fulfil the responsibilities of the position.

This position involves on call work. Currently the on call period is approximately two weeks on and four weeks off, but may vary due to staff leave. The incumbent may also be called out in the event of an emergency.

Efforts are made to keep weekend work to a minimum. However, it is sometimes necessary to undertake specified tasks during weekends.

MEETINGS

The Utilities Technician shall attend meetings of Council Committees and Advisory Groups as requested by the Water Unit Team Leader.

RELATIONSHIPS

The Utilities Technician, in carrying out his/her duties, shall:

1. Establish and maintain a contractor to client relationship with other staff groups within the Council, in particular, with the Asset Team Leaders. There may also be involvement with outside Council clients and contract works.
2. Maintain effective communications with the Water Unit Team Leader and obtain his/her agreement before implementing changes in policy or standards.
3. Maintain effective communications with the Asset Records Officer to ensure all information required for system performance records is transferred at appropriate times and in agreed formats.
4. Maintain effective communications with the Water Unit Team Leader and the other Utilities Technicians, to ensure complete compatibility of service across the District, and to enable full backup staff capability.
5. Establish and maintain a good contractor to subcontractor relationship with the other subcontractors.

AMENDMENT TO JOB DESCRIPTION

The Utilities Technician shall carry out other such duties as may be required at the direction of the Unit Team Leader, who may also amend this job description from time to time, in consultation with the Utilities Technician.

KEY TASKS	EXPECTED RESULTS	CONTROL INFORMATION
The operation of water supply and sewage facilities, nominated by the Asset Team Leaders.	Adequate quantity and high quality water supplies to the required standards.	Chemical and bacterial analysis of water supplies. Conformance with Resource Consent conditions for wastewater plants.
To assist in developing and maintaining long range plans for the Council's water supply systems.	Practical recording and operating experience input into design process.	Efficient effective new systems.
To carry out measurement and recording of operational information such as water consumption etc, to ensure adequate understanding of system performance and availability of historical data for future planning.	Clear information recording systems. Transfer of data to Asset Records staff.	Monthly statistics reports.
To provide data for a database of design and operational parameters for each system, including technical data on pump stations and treatment plants, to ensure adequate understanding of system performance.	Clear information recording systems. Prompt updating and distribution of Operations Manuals. Prompt updating and distribution of database reports.	Operation Manuals.
To collect and transfer information for asset management, compatible with the overall strategy.	Accurate, accessible data on Council infrastructural assets including operating parameters and statistics.	Asset Management database.
To carry out contract administration tasks delegated by the Water Unit Team Leader.	Maintenance activities carried out at minimum cost in accordance with the specification.	Financial reports.
In conjunction with other team members, ensure adequate assistance is provided for maintenance, water treatment, etc.	Good working relationship with other maintenance contractors. Provide technical and manpower backup.	Co-ordination levels.
Monthly reporting to Unit Team Leader on activities of preceding month.	Accurate, concise Monthly Report delivered by 7 th working day of month.	Monthly Report.
Assist in the preparation and management of quality assurance programme.	Preparation and maintenance of documentation to ISO 9001 standards.	Quality plans, audit reports.
To ensure that all works, including that of subcontractors is carried out in a safe manner.	No injury to people or damage to plant.	Health and Safety audits and reports.
To agree with the Water Unit Team Leader on an annual individual work plan, and to achieve the plan requirements.	Clear, concise work plan for each year.	Annual performance appraisal.
To carry out such other projects and duties as requested by the Unit Team Leader.	A degree of flexibility and adaptability.	

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To carry out all allocated activities in a manner appropriate to the Water Unit consultancy function, as determined by the Unit Team Leader.	Ability to compare performance with private sector consultants.	Financial reports.
CIVIL DEFENCE		
To take part in Civil Defence training programmes and exercises.	An ability to assist effectively in a Civil Defence emergency.	The maintenance of Civil Defence training.
In the event of a Civil Defence Emergency, pandemic situation or similar, to undertake any activities requested	Effective assistance provided. Service continuity wherever possible	
CONTINUOUS QUALITY IMPROVEMENT		
To actively participate in providing solutions or suggesting better ways to do things.	Improvements made in the way jobs are done. The Quality system developed and maintained.	Statistical monitoring of critical processes/activities. Internal/external audits of procedures.
HEALTH AND SAFETY		
All employees to take all practical steps to ensure their own and other employees' safety as well as the safety of members of the public.	Responsibility to notify supervisor of any hazard or potential hazard.	No accidents.
TANGATA WHENUA		
To ensure that proper account of tikanga Maori and the Treaty of Waitangi is taken in all Departmental activities.	Effective partnership with tangata whenua as provided for by the Charter of Understanding.	