

Position Description

Position Title

Reticulation Maintenance Service Person

Location

Water Unit

Contract Type

Permanent

Date

September 2024



Department

Utilities & Rooding



Unit

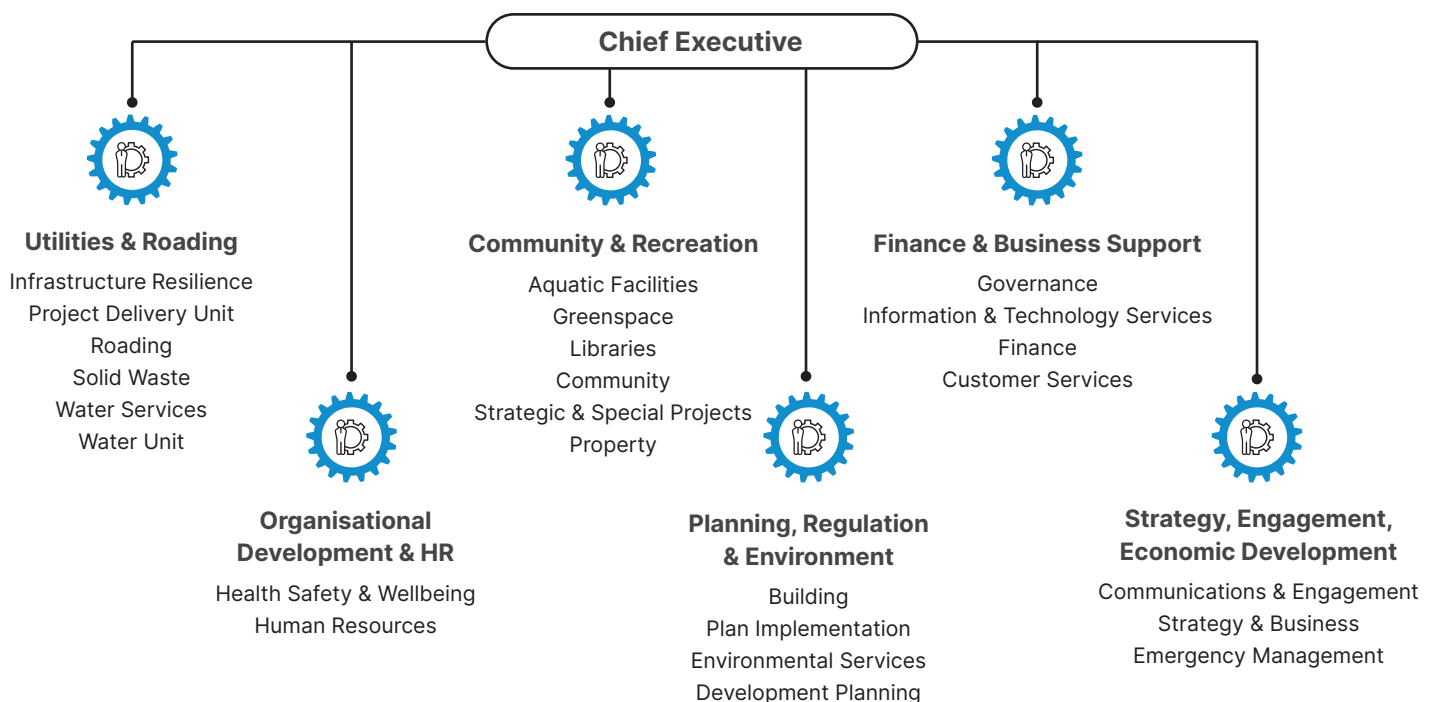
Water Unit



Team

Reticulation Maintenance

Organisation Context



Tā mātou mauri

Our principles

Our purpose

To make Waimakariri a great place to be, in partnership with our communities.

Our vision

We are a respectful, progressive team delivering value for our customers.

Our values

We will...

Act with integrity, honesty and trust

Keep you informed

Do better every day

Take responsibility

Work with you and each other

Our customer promise

We will be professional, approachable and solutions-focused.

Position Details

Purpose of Position

To assist the Reticulation Supervisor in delivering water, sewer and drainage reticulation services for the Waimakariri District Council area.

To contribute to the Water Unit team in its provision of professional services to the Council, which are competitive with the private sector.

Key Relationships

Responsible to

Reticulation Maintenance Team Leader

Responsible for

Nil

Internal

Reticulation Team Leaders, Water Unit Manager; Reticulation Maintenance Service Persons; Water and Wastewater Technicians; Water Unit Administration Officers; Customer Services Team; Other Council Staff

External

Members of the public
Subcontractors
Te Ngai Tuahuriri Runanga
Environment Canterbury

Is there an approved delegated authority for this role? ☐ Yes ☒ No

If yes, state limit for role \$:

If yes, is this role responsible for that budget? ☐ Yes ☐ No

Vetting Requirement (contact HR for further advice as required)

Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☐ Yes ☐ No

If yes, does this role fall under the Childrens Act 2014? ☐ Yes ☒ No

If yes, this position has been identified as:

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

KPI (area of responsibility)

Maintain and operate water, sewer and drainage reticulation systems.

Upgrade water, sewer and drainage reticulation systems in accordance with Council's agreed capital works programme.

Ensure appropriate maintenance of vehicles, plant and equipment.

Participate in maintenance of Water Unit properties.

Ensure record keeping is accurate and kept up to date.

Measure (successful when)

Maintenance and operation to required standards.
Service requests are responded to within specified time frames.
Faults are diagnosed and addressed in a timely manner.
Customers are kept informed of progress on tasks.
All works align with the Water and Sewer Maintenance Policy.

Capital works programme completed efficiently and effectively.

Status reports provided to the Reticulation Supervisor, as requested.

Vehicles regularly serviced.

Vehicles, plant and equipment clear and well maintained.

Inspections to be completed by the Reticulation Supervisor, on a monthly basis.

Depots and stations tidy and maintained to required standards.

All properties inspected on a monthly basis by the Reticulation Supervisor.

Output and time sheets completed.

Information about reticulation systems recorded accurately.

Key Result Areas Continued

KPI (area of responsibility)

Measure (successful when)

Carry out other such projects and duties as requested by the Reticulation Supervisor. Other projects and duties will be limited to those covered in the Water Unit operating manuals.	A degree of flexibility and adaptability demonstrated. Projects and duties completed within agreed time frames.

Person Specification

Education/Qualifications

Minimum requirement for the role:

National Certificate Level 4

Trade/occupation-related certificate or equivalent (please specify)

Specifications and/or further information:

NZQA certification as a water/wastewater reticulation service person, or a willingness to undertake training. A clean drivers license Desirable W,T, R and C2. A current first aid certificate. A current Class 4 Vehicle License. A confined Space Qualification. WTR. Traffic Controller or Site Traffic Management Supervisor.

Knowledge/Experience

Minimum requirement for the role:

2 years

Required to draw on skills and experience related to specific activities, equipment, or work practices.

Further information:

Practical knowledge of reticulation maintenance repairs, backflow/restrictor maintenance and civil construction methods associated with reticulation maintenance. Knowledge of the Health and Safety at Work Act and/or experience working within a company that is Health and Safety Accredited. Desirable: Previous experience working in a local government environment.

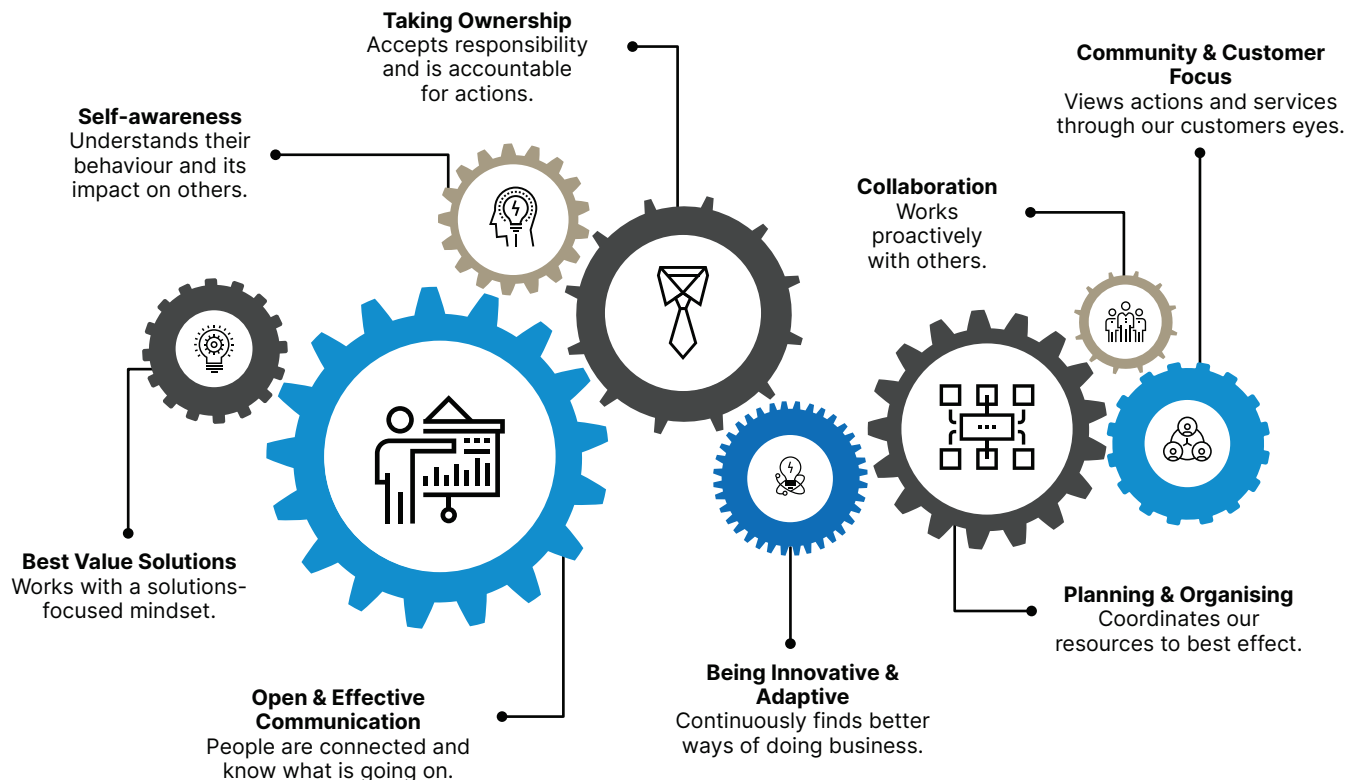
Attributes

An organised and logical approach to work related tasks.
Willingness to take ownership and responsibility for work
Open to ideas and suggestions of new ways of working.
Looks for opportunities to work more efficiently and sustainability.
Anticipates customer communication needs.

Skills

Ability to identify and resolve problems that may arise throughout a project.
Effective communication (both written and verbal) and interpersonal skills.
Ability to work with others at all levels within the organisation.
Able to remain professional when dealing with adverse reactions.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description approved by

Tjaart van Rensburg

Date

September 2024