

# Position Description

## Position Details

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<b>Position Title</b>	<b>Waterworks Operator / Assistant /Trainee</b>
<b>Responsible To</b>	Team Leader, Three Waters
<b>Employment Type</b>	Permanent Full-time
<b>Hours of work</b>	40 hours per week, Monday to Friday
<b>Location</b>	Kawerau

## Position Purpose

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To assist the Team Leader, Three Waters by supplying quality drinking water to the Kawerau Community, maintaining the sewer system to ensure efficient sewage collection, treatment and disposal, and maintaining the storm water systems to ensure efficient storm water control. To be available for after-hours duty on a standby basis.

## Council's Vision

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To create a resilient and sustainable Kawerau District that can meet the needs of the future.

## Internal and External Relationships

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### Internal Relationships

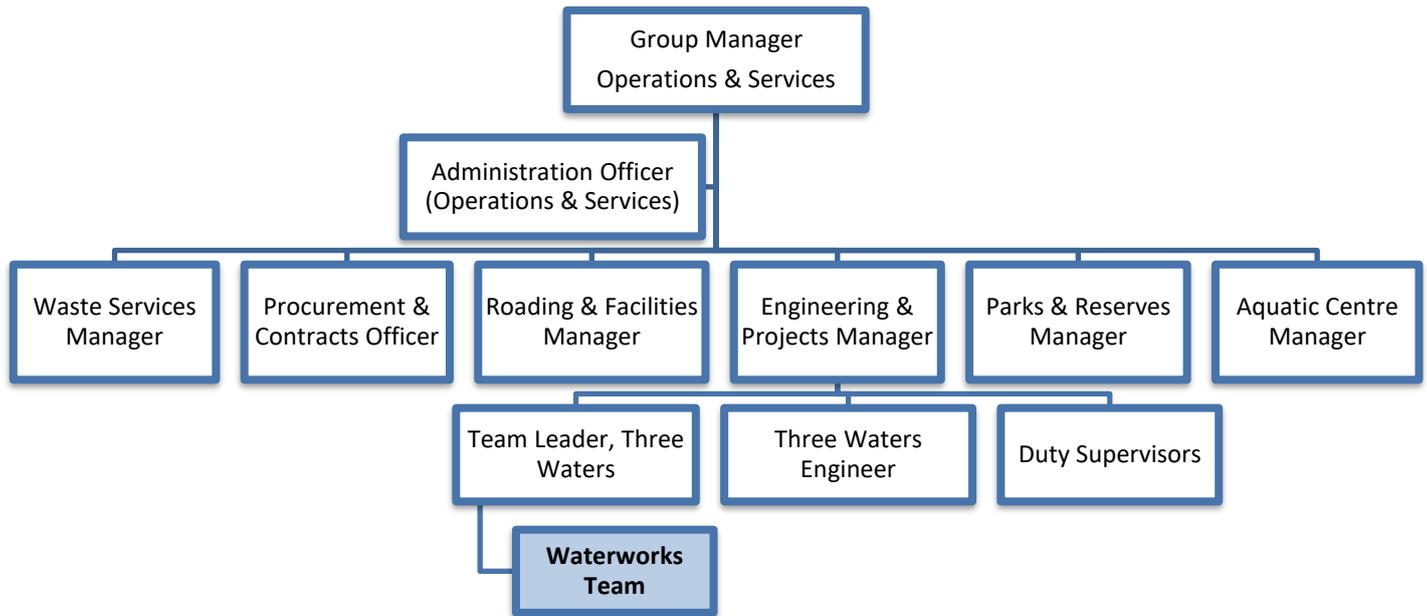
- Leadership Team
- Three Waters Staff
- Other Council Staff

### External Relationships

- Members of the Public
- Contractors
- Suppliers
- Duty Supervisors
- Community Groups

**Kawerau District Council operates a Drug and Alcohol Policy, which includes pre-employment, random, post-accident/incident and reasonable grounds testing.**

# Organisation Structure



## Key Responsibilities

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>DRINKING WATER SUPPLY</b>	
<ul style="list-style-type: none"> <li>To assist the Team Leader, Three Waters, in supplying quality drinking water to the District.</li> <li>Knowledge of the Drinking Water Quality Assurance Rules and Drinking Water Standards New Zealand.</li> </ul>	<ul style="list-style-type: none"> <li>Requests for service are attended to effectively and efficiently.</li> <li>Preventative maintenance on the water supply system is carried out within agreed timeframes.</li> <li>Main line repairs are initiated and completed within Council key performance targets.</li> <li>The Water Supply Treatment plant is monitored and maintained according to the procedures and practices.</li> <li>All daily samples meet targets for DWSNZ.</li> </ul>
<b>SEWERAGE SYSTEM MAINTENANCE</b>	
<p>To assist the Team Leader, Three Waters in maintaining the sewerage system in the District.</p>	<ul style="list-style-type: none"> <li>Requests for service are attended to effectively and efficiently.</li> <li>Preventative maintenance on the sewer system is carried out within agreed timeframes.</li> <li>Sewer line repairs are initiated and completed within Council key performance targets.</li> <li>Sewer blocks are responded to within Council key performance targets.</li> <li>The Wastewater Treatment Plant is operated in accordance with the operating manual, procedures and practices.</li> </ul>

Key Accountabilities (Jobholder is responsible for)	Key Accountability Measures (Jobholder is successful when)
<b>STORM WATER SYSTEM MAINTENANCE</b>	
To assist the Team Leader, Three Waters in maintaining the storm water system in the District.	<ul style="list-style-type: none"> <li>• Requests for service are attended to effectively and efficiently.</li> <li>• Preventative maintenance on the storm water system is carried out within agreed timeframes.</li> <li>• Storm water repairs are initiated and completed within Council key performance targets.</li> <li>• Storm water blocks are responded to within Council key performance targets.</li> </ul>
<b>RECORD KEEPING / ADMINISTRATION</b>	
<ul style="list-style-type: none"> <li>• Forms and records related to the role are filled out accurately and are completed (no blank spaces).</li> <li>• Perform data entry in Excel and SharePoint, ensuring accurate record-keeping and reporting for daily samples, and waste water rounds; and for any other reporting requirements as requested.</li> <li>• Council Email inbox is monitored on a regular basis.</li> <li>• Assigned council vehicle is checked weekly and Vehicle Check sheet is completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Data entered into Excel and SharePoint is accurate.</li> <li>• Data entered into Excel and SharePoint is entered on a regular (at least weekly) basis and is kept up to date.</li> <li>• Email/correspondence sent to the incumbent's Council email address is read and responded to promptly or within an appropriate timeframe.</li> <li>• Damage or issues with Council vehicles is noted and reported promptly.</li> </ul>
<b>HEALTH &amp; SAFETY</b>	
<ul style="list-style-type: none"> <li>• Takes all practicable steps to ensure personal safety and not cause harm to any other person by personal actions.</li> <li>• Demonstrates a personal commitment to Health and Safety in accordance with Council's Health and Safety Policy.</li> <li>• Actively contributes to a healthy culture of manaakitanga (respect, generosity, and care).</li> </ul>	<ul style="list-style-type: none"> <li>• Hazards are identified and control measures followed.</li> <li>• Work-related accidents, incidents and illnesses are reported.</li> <li>• Emergency procedures are followed.</li> <li>• Safe work practices are demonstrated.</li> </ul>
<b>GENERAL</b>	
<ul style="list-style-type: none"> <li>• Participate in the organisation's Personal Performance and Development Programme (PPD).</li> <li>• Participate in the organisation's business improvement programme.</li> <li>• Carry out any other relevant duties as reasonably required.</li> <li>• Ensure that day to day conduct is aligned with company policies, processes and procedures.</li> <li>• Participate in Council's Civil Defence response teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Unbiased and empowering PPDs completed with supervisor and reporting staff.</li> <li>• Consistent attendance at and participation in Team meetings.</li> <li>• Willingly accept tasks assigned and meet agreed deadlines.</li> <li>• Undertake training as requested by Manager/Team Leader.</li> <li>• Consideration and adherence to all company policies, processes and procedures as set out on company intranet, and received during induction.</li> <li>• Participation in emergency drills and incidents as required.</li> <li>• Participate in Civil Defence training and events.</li> </ul>

# Person Specification

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## **Technical / Professional Qualifications / Experience**

- Knowledge and experience of activities relating to water supply, wastewater, storm water, drain laying and plumbing are desirable.
- Assistant in training: High School Diploma (NCEA). You will be encouraged to complete the NZ Apprenticeship in Water Treatment Level 4. You will be promoted to Assistant and Operator levels as you complete the different levels of training.
- Assistant: National Certificate Level 2 to 3 or equivalent qualification. You will be encouraged to complete the NZ Apprenticeship in Water Treatment Level 4 to be promoted to Operator level.
- Operator: NZ Apprenticeship in Water Treatment Level 4 or equivalent qualification.
- Driver's License.

## **Knowledge / Skills / Attributes**

- The ability to physically carry out the functions of the position.
- Proven ability to follow instructions and processes.
- Well-developed interpersonal communication skills
- The ability to organise, prioritise and deal efficiently with a variety to tasks, to be self-motivated, and to work unsupervised.
- A full clean driver's licence class 1 (car) is essential.
- The ability to work under pressure.
- Willingness to work outside normal hours in order to fulfil the requirements of the position is essential.
- Abide by all current Health and Safety processes and regulations at all times.
- A reasonable standard of personal presentation.
- Adaptability and the ability to cope with a variety of situations.
- The ability to relate well with the public, KDC staff, staff in other organisations, and Contractors and react in a friendly and courteous manner at all times.