



Asset Engineer

Part one: Job Description

Job title:	Asset Engineer	Location:	Carterton
Status:	Permanent Full-time	Effective:	August 2024
Team:	Infrastructure Services		

1. Role of the Infrastructure Services Team:

The Infrastructure Services Team supports the delivery of the Council's Long Term Plan objectives and community wellbeing outcomes through the management of infrastructure services and functions including Water Services (Drinking Water, Wastewater, Stormwater and Water Races), Asset Management, and Roding.

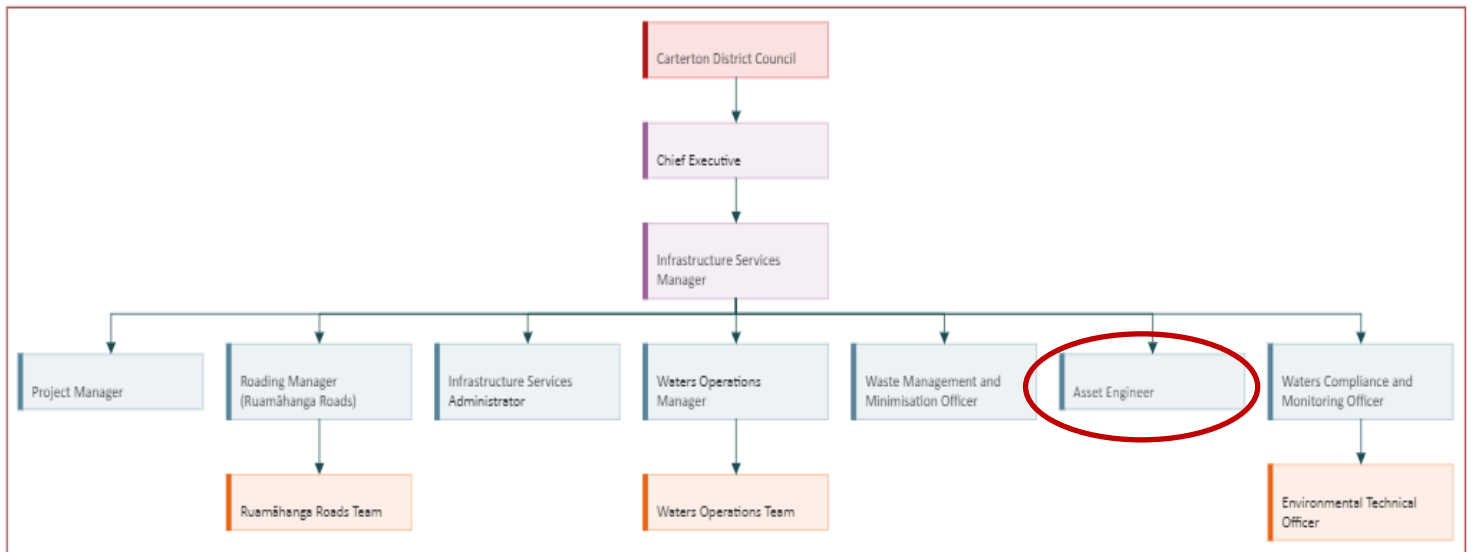
2. Purpose of the Role

The purpose of the Asset Engineer role is to coordinate and manage Council's asset management function and processes in relation to infrastructure and other physical assets, eg. parks, reserves and facilities, to support Council's strategic objectives and community wellbeing outcomes.

3. Responsibilities

- Effectively develop and manage Council's assets to enable the delivery of strategic objectives and community wellbeing outcomes.
- Ensure Council's asset management function is effectively coordinated and managed in accordance with legislation and council policies and procedures.
- Develop and maintain high-quality asset management systems and processes that enable the provision of accurate information and data.
- Provide accurate asset information and advice to support quality planning, management, and decision making.

4. Organisation Context:



5. Working relationships/reporting lines

The Asset Engineer reports to the Infrastructure Services Manager. The role has no direct reports however works closely with managers and staff across the council.

Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

Internal	External
<ul style="list-style-type: none"> • Council and sub-committees • Management Team and managers individually • Infrastructure Services Team members • Waters Operations Team members • Regulatory and Planning Team members • Other Council staff 	<ul style="list-style-type: none"> • Carterton District ratepayers/ residents • Iwi and mana whenua • Other Local Authorities including Greater Wellington Regional Council • Waka Kotahi NZ Transport Agency (NZTA) • Central government agencies • External land developers • External Contractors, Engineering and Planning Consultants • Regional networks

6. Key Result Areas

<p>Asset Development</p>	<ul style="list-style-type: none"> • Effectively develop and manage Council’s assets to enable the delivery of strategic objectives and community wellbeing outcomes. • Undertake assessment of all new works and assets, in terms of civil engineering aspects, as to their suitability for certification and compliance with legislative requirements, Council policies and procedures, the Resource Management Act, and the relevant District Plan, and approve as the Council’s representative Engineer. • Oversee, as necessary, all new works and assets to ensure they are constructed to Council standards, the relevant codes and to the conditions of the consent. • Work constructively and proactively with developers and stakeholders on the development of new works and assets. • Work effectively with managers and teams to maximise the asset management function across Council. • Develop and maintain the Infrastructure Strategy and Asset Management Plan(s).
<p>Asset Management</p>	<ul style="list-style-type: none"> • Ensure Council’s asset management function is effectively coordinated and managed in accordance with legislation and council policies and procedures. • Combine management, financial, engineering and technical practices to provide the level of service at the most reasonable long-term cost. • Formulate long term asset management plans, policies and strategies, effectively consulting with decision makers over the price/quality trade-offs resulting from alternative levels of service. • Consider whole-of-life infrastructure implications, risks and lifecycle costs to make recommendation on investment priorities. Includes operational, maintenance, renewal and capital projects investment. • Interpret the results of all hydraulic modelling, telemetry data and customer feedback to aid and offer advice in renewal/capital development work programming and asset performance. • Prepare asset renewal programs for capital expenditure accurately and thoroughly. • Develop and manage costed asset management improvement plans based on regular monitoring and reviews. • Develop and maintain asset management plan preparation for asset streams and review. • Provide quality asset management plans as foundation documents for Council’s plans and policies.
<p>Asset Systems & Processes</p>	<ul style="list-style-type: none"> • Develop and maintain systems and processes to manage Council’s asset management function to meet audit / legislative requirements within specified deadlines. • Ensure the Asset Management Information System accurately reflects Council’s asset profile in ‘real time’ including asset performance, and financial indicators and measures, to enable quality decisions to be made. • Ensure data input is completed accurately and within agreed timeframes, and data validation is carried out to ensure consistency with other Council systems is maintained. • Identify and recommend opportunities for continuous improvements in systems, processes and service.

Information and Advice	<ul style="list-style-type: none"> • Provide advice in a timely manner for conditions on engineering aspects for resource applications to form sections of the Planners resource consent report. • Review all proposed engineering draft plans for compliance with conditions and relevant standards and approve as the Councils representative Engineer. • Review PIM applications for Engineering aspects of the District Plan and relevant standard requirements • Review LIM applications for Engineering aspects, District Plan and relevant standard requirements. • Work collaboratively to provide financial information, for example, asset valuations, depreciation data, as required by Finance team. • Provide accurate reporting within specified / agreed timeframes and cycles. • Provide advice and assistance to managers in the development and review of asset management plans, including levels of service and appropriate performance and financial measures.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Actively participate in Health Safety and Wellbeing (HS&W) activities at CDC. • Demonstrate your understanding of HS&W related policies and procedures. • Be accountable for your actions at all times while adhering the Health and Safety at Work Act (2015). • Actively raise awareness to others about HS&W in the workplace. • Actively participate in safety reporting and hazard management. • Demonstrate HS&W practices to colleagues.
Council Contribution	<ul style="list-style-type: none"> • Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis. • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders. • Act as an ambassador for Council and its services. • Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori. • Act within professional guidelines and Council policies at all times. • Participate in Council's emergency preparation, training and response as practicable, including working with the Emergency Operations Centre when directed. • Actively participate in and contribute to performance improvement and development. • Participate and contribute to management support initiatives. • Additional tasks, duties or responsibilities as directed by the Infrastructure Services Manager.

Part two: Person Specification

1. Qualifications, skills and experience

- A relevant tertiary qualification or certification in asset management, or a related experience or discipline is preferred, with a minimum 5+ years post qualification experience.
- Experience in delivery of water, sewer, stormwater and roads design and construction/rehabilitation programmes and building construction/rehabilitation programmes.
- Strong knowledge of troubleshooting and problem solving on water, wastewater, stormwater assets and have experience in providing support in incident and emergency response situations.
- High level written and verbal communication skills in explaining engineering and planning issues to the public, management and developers.
- Experience in Development Engineering including subdivision/land use consent processing.
- Demonstrated working knowledge of NAMS Asset Management guidelines and / or asset management processes for infrastructure assets.
- Proven experience in managing and coordinating asset management systems and processes, including asset management plans, asset valuation and financial calculations associated with asset registers.
- Understanding of relevant legislation including Local Government Act and the Resource Management Act.
- Experience in using Geographic Information Systems (GIS) for providing real-time monitoring and automated mapping in asset management.
- Experience in collecting, developing, and managing complex and comprehensive databases, performing complex data analysis and reporting facts and statistics to enable sound and evidence based decision making.
- Current Full NZ Driver's Licence.

2. Personal attributes

- Ability to use initiative, analyse problems and formulate appropriate solutions.
- Be skilled in data analysis, valuation and interpretation.
- Be a strong communicator who can work collaboratively across a range of managers, teams, and community stakeholders.
- Comfortable working under pressure with an ability to manage own workloads and priorities to achieve deadlines.
- Ability to maintain excellent relationship and stakeholder management skills.

3. Behavioral competencies

WORKING CO-OPERATIVELY

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

ANALYSIS (PROBLEM IDENTIFICATION)

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

JUDGEMENT (PROBLEM SOLUTION)

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

LEADERSHIP (INFLUENCE)

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

ORGANISATIONAL AWARENESS

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

CLIENT SERVICE ORIENTATION

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

EXTRA-ORGANISATIONAL AWARENESS

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.

WORK STANDARDS

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

PLANNING AND ORGANISING

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

PROJECT PLANNING

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

INTEGRITY

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

COMMUNICATION

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.