

## POSITION DESCRIPTION

# Water Races Overseer Assistant (2IC)



POSITION TITLE	Water Races Overseer Assistant (2IC)
GROUP	Infrastructure Services
LOCATION	Carterton
REPORTS TO	Water Races Overseer
DIRECT REPORTS	Nil
DELEGATED AUTHORITY	Nil

### ROLE OF THE INFRASTRUCTURE GROUP

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.

### ROLE OF THE WATERS OPERATIONS TEAM

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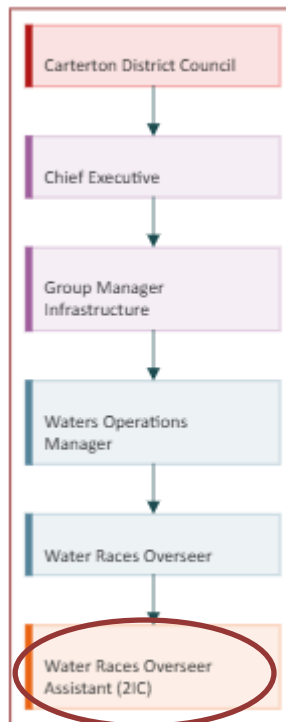
### PURPOSE OF THE ROLE

The purpose of the Water Races Overseer Assistant is to work as part of the team to support the maintenance and delivery of Council's water race and rural stormwater services in a safe and efficient manner so that council levels of service are met.

### RESPONSIBILITIES

- To assist the Water Races Overseer to ensure the effective and efficient delivery of water race and rural stormwater services.
- To ensure general maintenance and construction works in the water races and rural stormwater system are carried out as required.
- To assess, anticipate and respond to weather conditions to ensure correct levels of water flow through the water races system.
- To act as the 2IC (second in command) providing relieving duties for the Water Races Overseer when required.

## ORGANISATION CONTEXT



## WORKING RELATIONSHIPS

The Water Races Overseer Assistant (2IC) reports to The Water Race Overseer. The role has no direct reports. Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"><li>• Mayor and councillors including their committees and advisory groups</li><li>• Water Race Committee Members</li><li>• Chief Executive</li><li>• Executive Leadership Team and other Managers</li><li>• Waters Operations Team members</li><li>• Other Council staff</li></ul>	<ul style="list-style-type: none"><li>• Water Races ratepayers</li><li>• Greater Wellington Regional Council</li><li>• Dept of Conservation</li><li>• Fish and Game</li><li>• Contractors and suppliers</li></ul>

## KEY RESULT AREAS

KEY RESULT AREAS	DELIVERABLE MEASURES
<b>Water Races and Rural Stormwater Operations</b>	<ul style="list-style-type: none"><li>• Assist the Water Races Overseer to ensure the health of water ways, and the effective and efficient delivery of water races and rural stormwater services.</li><li>• Ensure general maintenance and construction works of the water races and rural stormwater systems are carried out as required including flumes, culverts, weirs and intakes.</li><li>• Provide prompt and efficient response to customer service requests within Council's level of service timeframes.</li></ul>

KEY RESULT AREAS	DELIVERABLE MEASURES
	<ul style="list-style-type: none"> <li>Assess, anticipate and respond to weather conditions to prevent issues and ensure correct levels of water flow.</li> <li>Provide weekend on-call roster and emergency work ensuring that call outs are responded to in a timely manner and meet the levels of service required.</li> <li>Support and maintain relationships with water races users, contractors and other stakeholders.</li> <li>Ensure Water Race Committee members receive relevant communication as and when required.</li> <li>Record data via the handheld GPS unit as and when required.</li> <li>Ensure relevant legislation for the management of water races is well understood and knowledge is regularly updated.</li> <li>Act as the 2IC (second in command) providing relieving duties for the Water Races Overseer when required.</li> </ul>
<b>Equipment Maintenance</b>	<ul style="list-style-type: none"> <li>Ensure minor repairs are completed in a timely and cost-effective manner, and do not compromise the safety of users.</li> <li>Identify and report any faults or defects requiring attention immediately.</li> <li>Ensure tools and equipment are maintained to council standard and used in an appropriate and safe manner.</li> </ul>
<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>Actively participate in Health Safety and Wellbeing (HS&amp;W) activities at CDC.</li> <li>Demonstrate your understanding of HS&amp;W related policies and procedures.</li> <li>Be accountable for your actions at all times while adhering the Health and Safety at Work Act (2015).</li> <li>Actively raise awareness to others about HS&amp;W in the workplace.</li> <li>Actively participate in safety reporting and hazard management.</li> <li>Demonstrate HS&amp;W practices to colleagues.</li> </ul>
<b>Council Contribution</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Act as an ambassador for Council and its services.</li> <li>Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori.</li> <li>Act within professional guidelines and Council policies at all times.</li> <li>Participate in Council's emergency preparation, training, and response as practicable, including working with the Emergency Operations Centre when directed.</li> <li>Actively participate in and contribute to performance improvement and development.</li> <li>Participate and contribute to management support initiatives.</li> </ul>

KEY RESULT AREAS	DELIVERABLE MEASURES
	<ul style="list-style-type: none"> <li>Additional tasks, duties or responsibilities as directed by the Water Races Overseer or the Water Operations Manager.</li> </ul>

## QUALIFICATIONS, SKILLS AND EXPERIENCE

- Essential:**
  - A valid full NZ Drivers Licence.
  - Ability to understand and perform simple mathematical calculations and reports, including accuracy in recording data and associated details.
  - Ability to work with alone, or as part of a team.
  - Ability to work outside usual business hours and within rural environments.
  - Physical ability to undertake the requirements of the role.
  - Mature, friendly and professional manner.
  - A high level of personal integrity and pride in one's work.
- Desirable:**
  - Previous experience in the agricultural field is an advantage, although not essential.
  - Awareness of working around operational heavy machinery (competency in Tracks, Rollers and Wheels training an advantage).
  - Proficient computer skills.
  - Understanding of Council's Water Race and Stormwater services.

## COUNCIL BEHAVIOURAL COMPETENCIES

<b>Working Co-operatively</b>	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 one's behaviour on others.
<b>Analysis (Problem Identification)</b>	Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying relationships.
<b>Judgement (Problem Solution)</b>	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.
<b>Leadership (Influence)</b>	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.
<b>Organisational Awareness</b>	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.

<b>Client Service Orientation</b>	Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.
<b>Extra-Organisational Awareness</b>	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.
<b>Work Standards</b>	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.
<b>Planning And Organising</b>	Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.
<b>Project Planning</b>	Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.
<b>Integrity</b>	Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.
<b>Communication</b>	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.

<b>POSITION DESCRIPTION AGREEMENT</b>		
<b>Signed:</b>		
<b>GROUP MANAGER</b>		<b>DATE</b>
<b>JOBHOLDER</b>		<b>DATE</b>