



Position Description

Position Title: Water and Wastewater Operations Manager

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday, or as agreed
On call for system incidents and emergency operations

Position Summary: This role is to ensure to effective and efficient management of water and wastewater treatment plants. This includes managing the operation and maintenance of seven drinking water and seven wastewater treatment plants across the Tararua District, with responsibilities focused on water abstraction, water and wastewater treatment, water storage and supply.



DISTRICT VISION

Mā te whenua, mā te waiora tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

We thrive together.
Vibrant, connected communities where our land and
waters are nurtured and our people flourish.

What you will do

- Manage and provide leadership, technical direction and support to the water and wastewater treatment operations teams
- Manage day to day operations associated with drinking water (including water abstraction, treatment, storage and supply) and wastewater (including treatment and discharge), in accordance with relevant standards, consent conditions and Council policy
- Lead the management of the 3 Waters Compliance Contract, ensuring compliance with legislative and regulatory requirements, effective contractor performance, and the delivery of agreed outcomes for Council and the community.
- Manage delivery of projects associated with water and wastewater improvements
- Manage the water and wastewater operations response to weather-related and system failure events to prevent or minimise disruption to services
- Support the implementation of WaterOutlook, including improvements to SCADA and telemetry systems
- Support the usage of RAMM or similar asset register tools, to be used for asset management across 3-waters
- Develop collaborative working relationships with other staff, including the Tararua Alliance
- Effectively manage consultants and contractors, while maintaining good working relationships
- Investigate issues to understand their root cause, determine and assess appropriate options
- Review and/or identify the need for and prepare or contribute to the development of operational policies and procedures
- Communicate effectively with others, including through regular reports
- Ensure supplier invoices are checked and approved for payment in a timely manner
- Ensure health and safety requirements are met
- Assist with the development of operational budgets and review of fees and charges, and actively manage relevant activity budgets
- Complete administrative duties as related to the role

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- Tertiary qualification relevant to water and/or wastewater treatment
- At least five years' experience in water and wastewater service delivery, ideally in New Zealand
- Strong leadership abilities with at least two years' experience in leadership roles
- Excellent interpersonal skills
- Strong time management skills and ability to manage a high workload
- High level of communication and relationship management skills
- Problem solving skills
- Financial and budget management skills
- A valid NZ Driver's License

Desired

In addition to the required fields, there is also a few competencies where an expert level of knowledge/experience is desired.

- Previous experience working in or closely with Local Government 3-Waters team
- Understanding of, and experience with, Local Government Act, Resource Management Act, and NZ Drinking Water Standards
- Excellent relationship management skills

Tararua's 3-Waters

- Seven water supply schemes; Dannevirke, Pahiatua, Woodville, Eketahuna, Norsewood, Pongaroa and Akitio
- Seven wastewater networks; as above but excluding Akitio and including Ormondville

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold council partnerships with Rangitāne o Tamaki Nui-ā-Rua and Ngāti Kahungunu ki Tāmaki-nui-a-Rua, giving effect to the settlement acts and our memoranda of partnership, while actively growing understanding of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting lines



Additional Information

Delegations

Number of people reporting to the role	4 direct reports 4 indirect reports with potential to increase
Financial delegation	\$50,000
Contract delegation	\$50,000
Statutory delegation	
Decisions expectations	Staff management, contract management decisions, budget and financial approvals up to delegation

Role Acceptance

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. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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 Approved: (Manager/Supervisor)

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 Date:

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 Agreed: (Staff Member)

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 Date: