



## 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 treatment plant incidents and emergency operations

**Position Summary:** This role is to ensure the 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, storage and supply and water and wastewater treatment.



### COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

*Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua*



### DISTRICT VISION

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

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

## 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 the supply of drinking water (including water abstraction, treatment, and storage) and wastewater (including treatment and discharge), in accordance with relevant standards, consent conditions and Council policy.
- Ensure drinking water continuity of supply.
- Ensure wastewater treatment plants comply with resource consents.
- 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.
- Utilities RAMM, 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 any incidents to understand their root cause, compile a report, determine, and assess appropriate remediate options and implements recommendations.
- Review and/or identify the need for and prepare or contribute to the development of operational policies and procedures.
- Communicate effectively with others, including the preparation of Council 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 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.

- Diploma in Engineering (Civil) or similar.
- Minimum of 5 years' experience in water and wastewater service delivery.
- Excellent interpersonal skills.
- Strong time management skills and the ability to manage a high workload.
- Financial and budget management experience.
- A current and valid NZ full driver's licence.

### Desired

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

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

## 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

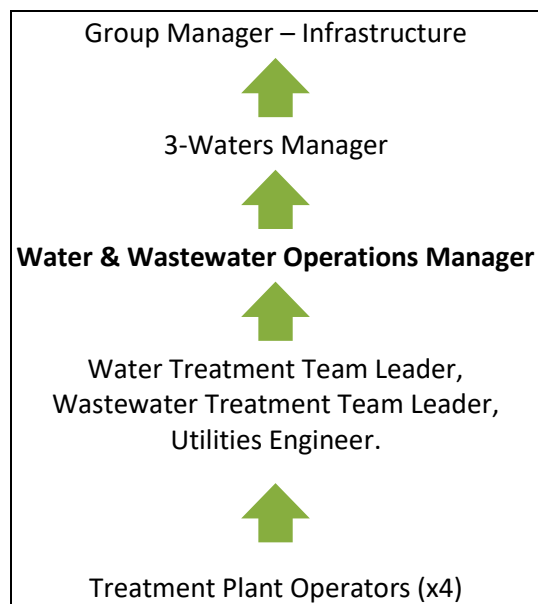
We will continue to evolve, leading our communities into a better future



## 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 the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge 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	3 direct reports 4 indirect reports with potential to increase
Financial delegation	As per Councils delegation register
Contract delegation	As per Councils delegation register
Statutory delegation	As per Councils delegation register
Decisions expected	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.)

.....  
Approved: (Manager/Supervisor)

.....  
Date:

.....  
Agreed: (Staff Member)

.....  
Date: