

# Position Description

## Position Details

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<b>Position title</b>	<b>Water Technician</b>
<b>Reports to</b>	Utilities Supervisor
<b>Group</b>	Asset Group
<b>Staff</b>	Nil
<b>Employment type</b>	Permanent full time
<b>Hours of work</b>	40 hours per week
<b>Location</b>	Utilities Yard, Michael Street, Waimate
<b>Date reviewed</b>	14 October 2021
<b>Minimum review date</b>	14 October 2026

## Purpose

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The Water Technician is responsible for providing support to the Utilities Department to operate and maintain water supplies, water treatment plant and wastewater services in the Waimate District.

## Council Overview

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### Local Government Purpose

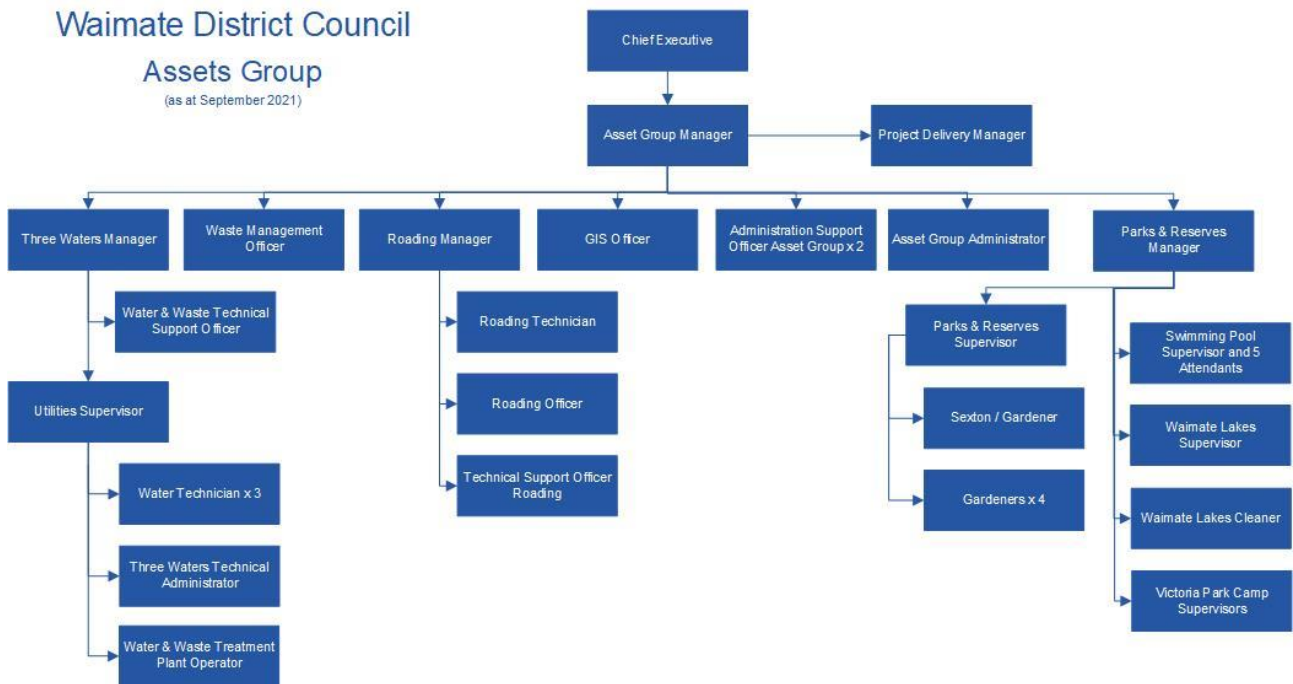
As defined in the Local Government Act 2002:

- 1 To enable democratic local decision-making and action by, and on behalf of, communities; and
- 2 To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

### Waimate District Council's Vision for the District

Leading our communities towards a diverse, thriving and sustainable district.

# Structure



## Staff Vision and Values



## Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none"><li>• Utilities Supervisor</li><li>• Three Waters Technical Administrator</li><li>• Other Three Water Technicians</li><li>• Water and Waste Technical Support Officer</li><li>• Three Waters Manager</li><li>• Asset Group Manager</li><li>• Other Waimate District Council</li></ul>	<ul style="list-style-type: none"><li>• Members of the Public</li><li>• Contractors</li><li>• Power providers</li><li>• Telecommunication Providers</li><li>• Electricians</li><li>• Regional Council (ECan) Officers</li><li>• Water Regulator (Taumata Arowai) Officers</li></ul>

## Key Responsibilities

- Monitor/Treat Drinking Water to National Standards.
- Monitor/Treat Wastewater to National Standards.
- Installation of new capital improvements.
- Supervise Contractors and ensure appropriate standards are maintained.
- Monitor and record water and wastewater quality of the schemes as required and understand the significance of any changes and report these to the Utilities Supervisor.
- Carry out repairs, improvements and preventative maintenance to water schemes to ensure continuous supply.
- Record data at Pump Stations and understand the significance of any changes.
- Irrigate discharge from effluent ponds.
- Maintain a good level of communication with the Utilities Supervisor.
- Maintain provided service vehicles, e.g. Vehicle registration, warrants, road user charges and keep in a clean and tidy condition.
- Water Meter Reading.
- Participate in the On-Call Roster.
- Respond to afterhours call outs.
- Carry out general site maintenance at utilities sites e.g. mowing lawns, painting and general maintenance as required.
- Be proactive in leak detection.
- Provide good Public Relations.
- Participate in Staff Training.
- Comply with WDC policies, guidelines and legislation.
- Maintain a high level of record keeping

The following responsibilities apply to all staff.

### Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.

- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

### **Civil Defence/Emergency Response Duties**

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

## **Variation of Responsibilities**

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The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation with the position holder, Asset Group Manager and Human Resources Manager, and will be reflected in this document. From time to time, you may be required to perform duties outside of your normal responsibilities as needed.

## **Knowledge, Qualifications and Experience**

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### **Essential**

- Previous experience in Water Industry
- Physically fit
- Strong computer skills, and application adaptability and use
- A full clean drivers licence

### **Desirable**

- National Certificate in Water or Waste Management
- National Diploma in Drinking Water
- Telemetry and SCADA experience
- Experience in basic process control
- Basic electrical knowledge

## Expected Behaviours

Core Behaviours	
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Accepts responsibility for own actions and decisions</li> <li>• Delivers on commitments</li> <li>• Admits mistakes and uses them as learning opportunities</li> </ul>
<b>Adaptability</b>	<ul style="list-style-type: none"> <li>• Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements</li> </ul>
<b>Business ethics</b>	<ul style="list-style-type: none"> <li>• Demonstrates integrity, honesty and commitment</li> <li>• Models a high level of professionalism and exercises discretion</li> <li>• Maintains confidentiality</li> <li>• Is prudent in financial dealings</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Communicates messages in a clear, concise and consistent manner</li> <li>• Ability to communicate effectively with a wide variety of people</li> <li>• Uses the most effective method and style of communication for the audience and situation</li> <li>• Utilises effective listening skills and questioning techniques</li> </ul>
<b>Customer service</b>	<ul style="list-style-type: none"> <li>• Recognises the diversity of customers, and adapts approach and style to meet their needs</li> <li>• Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers</li> <li>• Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required</li> <li>• Always complies with Council's confidentiality policy when dealing with customer information</li> </ul>
<b>Self management</b>	<ul style="list-style-type: none"> <li>• Proactively plans work and manages competing priorities to ensure deadlines are met</li> <li>• Plans and utilises resources in the most effective and efficient way</li> <li>• Makes appropriate decisions, taking into consideration impacts and risks</li> <li>• Listens to and considers different viewpoints, remaining calm when challenged</li> <li>• Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility</li> <li>• Continually looks for opportunities to gain new knowledge and skills</li> </ul>
<b>Team work</b>	<ul style="list-style-type: none"> <li>• Is an active and contributing team player</li> <li>• Values diversity and supports different ways of working</li> <li>• Proactively shares information, ideas and experiences</li> <li>• Empowers others to succeed and to seek excellence</li> <li>• Credits others for their contributions and accomplishments</li> </ul>

Core Behaviours	
Vision and values	<ul style="list-style-type: none"> <li>Shows commitment to Council's vision and values</li> </ul>
Role Specific Behaviours	
Decision-making	<ul style="list-style-type: none"> <li>Identifies and uses various sources of information to make an informed decision</li> <li>Considers risk factors in decision-making</li> <li>Uses own judgement and experience to solve problems</li> <li>Makes decisions on a timely basis</li> </ul>
Information technology	<ul style="list-style-type: none"> <li>Has an appropriate level of skill in computer software relevant to the requirements of the role</li> <li>Is confident to try new software</li> <li>Looks for ways to improve efficiency through the use of technology</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>Continually reflects on how things could be done better</li> <li>Adopts a positive and flexible attitude to improvement, change and challenges</li> </ul>
Intellectual capability	<ul style="list-style-type: none"> <li>Shows evidence of analytical thinking</li> <li>Rapidly and accurately identifies key issues or actions</li> <li>Goes beyond the information immediately available</li> <li>Understands the possible ramifications of their work and issues</li> </ul>
Relationship building	<ul style="list-style-type: none"> <li>Builds and maintains professional and productive relationships</li> <li>Understands stakeholders' views and why they are held</li> <li>Demonstrates sensitivity to other groups and values diversity</li> </ul>

## Approval

### Water Technician

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Name

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Signature

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Date

### Asset Group Manager

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Name

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Signature

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Date

### Human Resources Manager

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Name

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Signature

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Date