

POSITION TITLE:	Operations Lead - Taradale		
GROUP:	Asset Management Group	SECTION:	Works Group
GRADE	16	FAMILY	TC4
REPORTS TO:	Senior Contracts Manager		
RESPONSIBLE FOR:	20 Staff (daily coordination)		
DATE REVIEWED:	May 2025		

HBRC STRATEGY

Our Vision:

We want a healthy environment, a vibrant community and a prosperous economy.

Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kounga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

POSITION SUMMARY

The primary focus of the role is to effectively coordinate and oversee the Works Group Catchment Staff to undertake river and drainage maintenance, minor capital works, operation of assigned plant and completion of external and private works. This should be done in a cost effective, professional and customer focussed manner at all times. There is a requirement to effectively lead, motivate and coordinate the Taradale Works Group Catchment staff on a day-to-day basis. The role will ensure the efficient delivery of the operational requirements of the Works Group, in close liaison with the Senior Contracts Manager. Ensuring compliance with Health and Safety guidelines, as well as environmental requirements are adhered to will be essential to this role. Alongside this the role needs to be available for response to adverse weather events, civil defence emergencies and oil spills.

JOB SPECIFIC ACCOUNTABILITIES

- Effectively lead and coordinate a multidisciplinary team to ensure they are well organised, and appropriately tasked to ensure a high level of safety, quality and productivity is achieved.

- Ensure field workers are competent and capable of undertaking the expected daily/weekly work requirements.
- Ensure work schedules and the daily operations board is up to date and accurate.
- Ensure necessary documentation for jobs including Job Start Sheets, JSAs, and PTWs are completed accurately and in a timely manner.
- Monitor plant operator's use of major plant in terms of utilisation against budget.
- Build strong team morale and support for fellow workers.
- Present a professional image of the works group and ensure direct reports do likewise.
- Provide effective staff performance assessment and feedback, via the annual performance appraisal process.
- Support the training of new and existing team members, fostering an environment of multi-skilling.
- Actively promote continuous improvement principles.
- Provide technical advice and support to the operations river, drainage and open spaces engineers as required.
- Carry out site assessments and associated pricing of works in liaison with works asset managers
- Carry out administration duties such as checking and processing of timesheets via Tech One, DJR's, job start sheets, incident/accident reports. Complete monthly stocktake audits for finance.
- Carry out emergency work as required in response to adverse weather, Civil Defence situations and Oil Spill response.
- Contribute to the Quality Management System as part of everyday business practice, including developing, reviewing and improving business processes.
- Build and maintain effective working relationships with a range of internal and external stakeholders.

Health and Safety

- Ensure all operations in area of control are conducted in compliance with Works Group Health & Safety and Quality Policies, Environmental Management Plans and associated Codes of Practice.
- Check that safety and basic maintenance checks are being performed regularly and correctly.
- Read and thoroughly understand works group safety manual and quality manual.
- Ensure plant is operated within its capabilities.
- Ensure strict compliance with all safety and statutory regulations.
- Ensure hazard identification is routinely undertaken by staff as part of undertaken job and contract works.
- Audit sites regularly to ensure quality standards are maintained.
- consider job site hazards. ensure permits are obtained and controls are in place and adhered to.
- Ensure accidents and near misses are reported in accordance with safety policy.
- Actively participate in the works group Tailgate Meetings and OSH Meetings.

Workflow Planning

- Effectively plan river and drainage maintenance to ensure work is undertaken in a cost effective and professional manner with minimal expenditure of resources.
- Manage the purchase of materials and services within delegated limits and to check and process invoices in a timely manner. Manage stock within the depot.
- Ensure maintenance tasks completed on time with no repeat work, at a rate mirrors benchmark rates.
- Support the Contracts Manager and Senior Contract Manager with the preparation of annual contract plans.
- Ensure activity planning coincides with seasonal weather and major plant resources.
- Minimise overtime through effective planning and utilisation of labour resource and casual staff.
- Ensure adequate material resources are available to staff in advance of jobs being undertaken. Order materials required for jobs in advance and ensure deliveries are correct.

- Continually monitor the contract works schedule in liaison with the Senior Contracts Manger to ensure timely completion of contracted works.
- Ensure creditor invoices for materials are correctly and promptly coded. Any discrepancies notified to suppliers and sorted out
- Ensure all required paperwork completed accurately and on time (e.g., job, plant and time sheets).

Capital Works

- Manage the planning, design and pricing of minor capital works, as directed, in a professional and timely manner.
- Undertake effective management, surveillance, and quality assurance of construction projects.
- Ensure capital works are well planned and completed on time and to budgets.
- Support the integration of team knowledge is integrated into design solutions to maximise effectiveness of minor capital works.
- Ensure that all quotes given in writing and filed along with workings on excel spreadsheet.
- Ensure that all capital works undertaken are built to specification.
- Inspect jobs on completion and ensure sign off by clients.
- Manage contracts in accordance with HBRC Procurement Hub processes.

FUNCTIONAL RELATIONSHIPS

Internal

- Team members
- Asset Engineers
- Group Manager

External

- Consultants and contractors
- Local Authorities
- Other Government Agencies
- Iwi and other community groups
- Members of our community

COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved
- Customers are satisfied with responses to written or verbal requests for information.

CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.

- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

PERSON SPECIFICATION

Minimum Qualifications Required

- Valid Driver's Licence Class 1, Class 4 would be an advantage.
- TC or STMS trained would be an advantage
- W.T.R.F Endorsements would be an advantage
- Current First Aid certificate would be an advantage
- NZQA Unit standards in tree felling, carpentry, concrete placement or drainage would be an advantage

Skill and Experience Requirements

- Minimum 3 years' experience in leadership role
- High level of technical competence relating to the work type
- An understanding and ability to interpret river and drainage dynamics to ensure work is effective.
- An ability to interpret and manage parks and reserves, river and drainage works contracts.
- Knowledge of mowing, spraying, and vegetation control activities.
- Knowledge and experience in building and minor civil construction works.

- Strong commitment to effective health and safety processes and policies.
- Strong commitment to effective quality system processes and policies.
- Strong team leadership qualities with emphasis on motivation and communication.
- Experience with computers and the Microsoft Office suite.
- Experience with job costing and budgeting processes.

Personal Attributes

- A high level of organisational skills and competence.
- Positive, customer focused outlook.
- Good role model for various aspects of work functions e.g., safety, timeliness, bookwork etc.
- Good listener with ability to work through problems logically.
- High levels of initiative.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge
- Sound judgement and initiative
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.
- Physically fit to meet needs of role
- Committed to safe works practices

Awareness

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

CHANGES TO JOB DESCRIPTION

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.

Employee Signature

Date

Printed Name