

<b>POSITION TITLE:</b>	Operations Engineering Officer		
<b>GROUP:</b>	Asset Management	<b>SECTION:</b>	Operations
<b>REPORTS TO:</b>	Manager Operations		
<b>RESPONSIBLE FOR:</b>	N/A		
<b>FAMILY:</b>	TS1	<b>GRADE:</b>	13
<b>DATE REVIEWED:</b>	April 2025		

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### 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 entry level role of the Operations Engineering Officer is to provide relevant, professional engineering support to the roles and functions of the Operations Team in the achievement of team objectives. The roles input will relate to their relevant skills and experience, but will also include activities that extend and provide for individual professional development. Some of the key specific activities of this role include: Flood control and drainage infrastructure operations and maintenance, contract and contractor management, management of reactive and corrective works and minor projects, stopbank earthworks inspection and monitoring, providing operational input into engineering consenting, minor works procurement and responding to public enquiries relevant to day-to-day flood control scheme operations and management. You will be supported and mentored to grow and develop towards a Senior Engineering Officer Role in this team, or a role in the Engineering or Asset Planning Teams in the Regional Assets Team. There is a requirement to participate in the 24/7 operations on-call roster.

#### GROUP AND TEAM GOALS:

The Operations team comprises the Schemes, Rangers, Gravel Assurance, and Open Spaces teams. The team has the following role and functions as part of the Asset Management Group.

- Monitoring, operations, and maintenance of the Flood Control (Rivers) and Drainage Schemes.
- Monitoring of key river mouths and coordinating the opening of these, if required.
- Operations and maintenance of the Regional Park Network.
- Management of access to Regional Parks and Public Spaces along rivers and waterways.
- Management of maintenance service contracts for Regional Assets.
- Public enquires in relation to day-to-day activities relevant to HBRC Asset Operations. (schemes areas).
- Coastal monitoring and management, including river mouth monitoring of specified river mouths, river mouth openings, and coastal structures relating to schemes.
- Gravel resource monitoring and allocation.
- Relationship building with Maori and other key regional stakeholders.
- Providing operational input to the Regional Assets Team and the Finance Team.

### JOB SPECIFIC ACCOUNTABILITES

- Support the management of Flood Control and Drainage Schemes across Hawkes Bay, including the maintenance programme, pump station operations and maintenance, enhancement works, and general enquiries.
- Manage assigned scheme asset maintenance contracts, operations, and minor projects effectively and efficiently, keeping within set budgets and time frames.
- Identify report and monitor asset management issues on rivers and waterways network.
- Support the development of maintenance schedules for flood control and drainage infrastructure.
- Support waterway and flood engineering designs for flood control and drainage infrastructure works.
- Help ensure that the ecological, biodiversity, cultural and recreational values associated with any work are considered in accordance with the relevant legislation, regulations, rules, plans, Codes of Practice, Standard Operating Procedures etc.
- Adhere to HBRC policies and procedures, identify non-conformities and escalate as appropriate.
- Partake in the after-hours on-call roster on a regular basis.
- Respond to rain and sea weather events as and when required (in addition to CDEM role).
- Ensure timely and effective communication occurs with the team.
- Support the management of rain events in minor rain under business as usual conditions, and in larger events as part of the operations team.
- Assist in the monitoring of weather forecasting, pump dashboards and Hydrotel for rainfall and water levels, coordinating contractors in standby and active response, and liaising with landowners as required.

### FUNCTIONAL RELATIONSHIPS

#### Internal

- Executive Team
- Operations Manager
- Regional Assets Manager
- Operations team members
- Engineering Team
- Asset Planning Team
- IPMO Team
- Works Group
- Finance Team

#### External

- Consultants and contractors
- Ratepayers and land owners
- Government agencies and departments
- Local authorities
- Technical and legal professionals
- Iwi and other community groups
- Other members of our community

- H&S Team
- Facilities and Services Team

## 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.

## 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 and Experience required**

- A degree in systems engineering (civil, mechanical, process etc.) or river or coastal processes, or
- A degree in engineering technology and at least 12 months practical experience, or
- NZCE Civil or Mechanical, or NDE in Civil or Mechanical Engineering, including 12 months relevant workplace experience, or
- A Level 5 or 6 infrastructure Industry Training Organisation (ITO) qualification in drainage / civil works, or
- Frontline experience in river and drainage scheme maintenance works, including experience as a crew supervisor / leading hand role.
- Valid driver's licence required.
- Working towards further engineering qualifications or professional recognition in a professional body would be desirable.

### **Knowledge**

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems.
- Analytical skills.
- Knowledge of financial reporting systems and requirements.
- Communicating effectively to convey and interpret data/information.
- Collaborative work practices to build strong working relationships.
- Problem solving working knowledge.
- Working towards understanding of the following legislation: Resource Management Act, Soil Conservation and Rivers Act, Public Works Act, Local Government Act and HBRC Regional Rules.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

### **Personal Attributes**

- Good communication and presentation skills.
- A high level of initiative.
- A self-motivated, pro-active and energetic person with an excellent 'can do' attitude.
- A commitment to continuous improvement in the work place.
- Excellent interpersonal skills with the ability to initiate and engage effectively at all levels, internally and externally.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.

- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to cope with a variety of work and on occasion difficult situations.
- A high level of courtesy and listening skills.

**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