

# Senior Rivers Projects Engineer



MARLBOROUGH  
DISTRICT COUNCIL



Only Marlborough

## Purpose of the position

The Assets and Services Department is one of five Departments within the Council organisation.

This Department is responsible for delivering the key services of roading, river control, drainage, water, sewerage, stormwater, waste management and emergency management.

The Department accounts for approximately 70% of Council's annual operating expenditure plus significant major capital projects.

The Rivers & Drainage Section is responsible for managing and maintaining Council's rivers, drainage and open channel stormwater networks, identifying the need for capital upgrades to the network; design, construction and commissioning. Most capital projects require consultant input, however some smaller projects are designed by staff within the Section.

Current projects include Blenheim stormwater upgrades including a proposed new Snowdens Basin stormwater pump station and river outfall, Gibsons Creek upgrades near Renwick, lower Wairau and lower Ōpaoa River stopbank upgrades, rock edge protection upgrades on Wairau River below the Waihopai River confluence and upgrades to the Gibsons Creek intake on the Waihopai River.

Rivers & Drainage Section staff liaise closely with the Operations and Maintenance Section for any Blenheim, Picton or smaller township stormwater upgrades.

This role has responsibility for assisting to implement the approved capital works programme including:

- Assisting with planning and programming rivers & drainage capital expenditure.
- Designing smaller scale services projects.
- Managing projects, both directly and with consultants from Council approval to completion. This includes consultant briefs and appointment, design, landowner and RMA approvals tendering and contract award.
- Construction monitoring.
- Facilitating consultation with landowners including land purchase or acquiring easements where appropriate and necessary.
- Preparing (or managing a consultant to prepare) resource consent applications where necessary and appropriate
- Assisting the Rivers & Drainage Engineering Manager with consultation with the community and interest groups.

The incumbent will also, as workloads dictate, be involved with other Rivers & Drainage activities including flood and drainage scheme reviews, asset management and maintenance, day to day

operations including reserve and gravel management, advice to regulatory sections and flood warning, response and monitoring.

## Who you report to

Rivers & Drainage Engineering Manager

## Hours of business

Council's hours of business are 8.00 am to 5.00 pm Monday to Friday. Your hours of work are as per your employment agreement or variation as recorded on your personnel file.

## Location

Marlborough District Council, Seymour Street, Blenheim.

## Person specification

Competencies	Ability to demonstrate
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• That you are physically fit for working on sites as required</li> <li>• That you are strongly motivated</li> <li>• That you have excellent communication skills and the ability to deal with members of the public</li> <li>• That you have a flexible attitude – willing to tackle new challenges including developing management skills</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• That you have excellent computer skills</li> <li>• That you have a tertiary qualification, either BE (Civil), or NZCE (civil) or New Zealand Diploma in Engineering (Civil)</li> </ul> <p>The following further skills would be useful for the role:</p> <ul style="list-style-type: none"> <li>• Utilising Geographic Information Systems</li> <li>• Good project management principles including use of software aids</li> <li>• Thorough understanding of the requirements of the Resource Management Act 1991 when working in waterways.</li> <li>• Land acquisition/compensation processes under the Public Works Act 1981.</li> <li>• Strong communication and negotiation skills</li> </ul>
<b>Qualifications and Work Experience Required</b>	<ul style="list-style-type: none"> <li>• That you have a sound understanding of engineering principles especially as they relate to Council's rivers and drainage infrastructure</li> <li>• That you are able to work in a small team to achieve specific goals</li> <li>• That you are familiar with NZS 3910 and contracting in general</li> <li>• That you have good record keeping skills</li> </ul>

Competencies	Ability to demonstrate
	<ul style="list-style-type: none"> <li>• Preferably with a minimum of five years' experience in civil engineering, preferably in the fields of river management, stormwater systems design and construction and rural drainage infrastructure. Candidates with less experience with high skill levels will be considered for the role</li> <li>• That you have had experience in contract monitoring and administration</li> <li>• Experience with preparing and lodging resource consents, and land access and compensation processes.</li> </ul>

## Position description

Key responsibilities	To achieve this you will need to	As a result we will see
Planning	<p>Ensure that you plan projects and consult with the public</p> <p>Consider resource management issues and land access requirements</p> <p>Develop estimates and compare to budget</p> <p>Programme each project. Carryout risk assessment</p> <p>Ensure you work with Council's Environmental Science and Monitoring team (and where appropriate Council's Reserves section and utility providers) on appropriate waterway mitigation measures and minimise resource management conflicts</p>	Well planned and managed projects that are delivered to plan with minimal issues raised.
Contract Documentation	Ensure contract documents are to a high standard and meet Council's requirements as appropriate for the value and risk assessment for the project	Projects contracted to Council standards and are well specified with clear quality, quantity and execution requirements delivered with minimal contractual disputes raised
Contract Administration	<p>Ensure contracts are managed to ensure compliance with:</p> <ul style="list-style-type: none"> <li>• Health and safety standards</li> <li>• The contract documents</li> <li>• Resource consent conditions</li> </ul>	Minimal issues raised during each project and a quality outcome achieved with approved budget

Key responsibilities	To achieve this you will need to	As a result we will see
	<ul style="list-style-type: none"> <li>• Resource Management Plans</li> <li>• Landowner agreements</li> <li>• Programming</li> </ul> <p>Ensure you achieve the desired standards, quality and performance, and to keep within budget</p>	
Contract Monitoring	<p>Ensure compliance with drawings, standards and specifications</p> <p>Ensure a high standard of health and safety on construction sites</p>	<p>Zero harm events occurring during contract</p> <p>Projects delivered to plan and budget</p>
Design	<p>Prescribe, and ensure adherence to, performance standards</p> <p>Review consultants' drawings and specifications</p> <p>Check consultants apply safety in design</p> <p>Participate in HAZOP workshops for more complex projects and follow up on actions</p> <p>Ensure Council's Operations and Maintenance Section is involved in the design process and provide regular updates</p>	<p>Project designs meet appropriate NZ standards where applicable, are cost effective including to construct, meet RMA and reasonable landowner requirements and provide a durable outcome.</p> <p>Designs produced which require minimal rework</p>
Project Management	<p>Assist with the production of detailed briefs for engagement of consultants and monitor performance to ensure Council's objectives are met. Verify and process payment claims and invoices</p>	<p>Projects delivered to plan and budget</p>
Project Programming	<p>Produce timelines and regularly report progress of projects</p>	<p>Council executive management are kept up to date with project timeframes</p>
Project Documentation	<p>Prepare Operations and Maintenance Manuals (where required)</p>	<p>Complete manuals for operational staff to be able to use upon project completion</p>

# Organisation chart



# Marlborough District Council

## Strategic Framework

Over the next decade, Marlborough will become a globally connected district of progressive, high-value enterprises, known for its economic efficiency, quality lifestyle, desirable location and natural environment. Marlborough will be “Smart and Connected”.

### The role of a local authority is defined in the Local Government Act 2002

Marlborough District Council (MDC) is a Unitary Authority required to carry out the functions of both a territorial authority and a regional council. Therefore Council has a wide range of activities that it undertakes – many of which it must carry out by law, including:

- Key infrastructure: roads, footpaths, water, sewerage, rivers and drainage, waste.
- Regulatory responsibilities: Resource management act policies, monitoring and consents, building consents, maritime navigation and safety, biosecurity, food and liquor.
- Community facilities and support: parks and reserves, libraries, community grants, emergency management, community housing.
- Regional Development: economic development, tourism and events, irrigation, car parking.

## Organisational values

### Staff Enjoy Working for MDC

MDC's values and behaviours are based on Respect, Professionalism and Integrity. MDC is committed to an environment that supports professional development, an equal opportunities workplace and a positive culture.

### Supporting Organisational Values

All staff are expected to endorse and support the Council's Strategy, Goal and Values and actively work to achieve them, behaving with the highest level of professionalism and integrity and exhibiting courtesy and impartiality towards colleagues and the community.

## Organisational responsibilities

Key Responsibilities	To achieve this you will need to	As a result we will see
<b>Continuous Improvement</b>	Staff are required to continually seek opportunities to improve services for their customers	Improvements suggested Procedures and processes are re-designed and developed
<b>Be aware of and comply with risk policy and giving advice</b>	Everyone has a responsibility to understand, report and manage operational and compliance risk. All staff must familiarise themselves and comply with Council risk management policies and procedures	No infractions

Key Responsibilities	To achieve this you will need to	As a result we will see
<b>Corporate Contribution</b>	<p>Show support for organisation development initiatives, eg; systems thinking, culture reinforcement, and organisational values</p> <p>Be a team player adhering to, and compliance with Council's governance and corporate plans, policies and strategies, management plans, policy and procedure manuals, strategic and business plans</p> <p>Proactively participate in Performance Management process</p> <p>Participate and contribute to corporate projects and inter-departmental initiatives as agreed</p> <p>Attend team meetings</p>	<p>Active participation and contribution to continuous improvement</p> <p>Satisfactory audit results</p> <p>Active participation in agreed procedures</p> <p>Active participation in initiatives. Follow all established procedures and use correct forms</p> <p>No meetings missed except for good reason</p>
<b>Deal with the general public in a courteous and positive manner</b>	All enquiries are processed quickly and accurately in an appropriate manner	Public and client satisfaction
<b>Records</b>	Council records are created and maintained in corporate information systems, meeting specified information management standard	No infractions
<b>Availability</b>	Take responsibility for your availability by ensuring periods of unavailability such as meetings, holidays etc. are clearly marked in Outlook using your calendar and out of office message facility	No infractions
<b>Contribute to achievement of MDC Health and Safety goals</b>	Take responsibility for your own and others safety and wellbeing. This includes following all safety and wellbeing procedures and instructions, including reporting hazards, incidents, accidents and near misses and participating in safety and wellbeing initiatives and programmes as required	Regular reviews with your manager to identify any health and safety risks, hazards, accidents and incidents
<b>Response in Emergencies</b>	<p>Willingness to be available to assist during emergencies as and when they occur</p> <p>Staff work within their levels of competence and training</p>	Be available when called upon to assist as far as practicable
<b>Other Duties</b>	That any additional duties or special projects that may be assigned from time to time are effectively and efficiently performed	Results specific to the duties

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