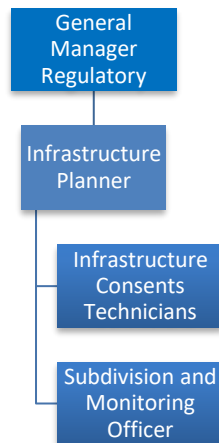


Position Description: Infrastructure Consents Technician

Business Group	Infrastructure
Reports To	Infrastructure Planner
Direct Reports	Nil
Date	July 2025

Business Group Structure



Purpose of the Position

The purpose of the Infrastructure Consents Technician position is to perform the vetting, lodgment, co-ordination of processing and administration, peer review and issuing of a range of Infrastructure Consents including, but not limited to, the following Timaru District Council specific registers:

- Services Consents,
- Occupation of Road Reserve Approvals (involving Agreement of Licenses to occupy, Deed of Grants and Grazing Leases),
- Acceptance of Engineering Design (for new public assets to vest to council),
- Non-Compliant Crossings,
- Stormwater Discharge Registration
- Road Closures Stormwater Risk Certificates
- Third Party Damage to Timaru District Council Infrastructure Register

- Financial Contributions Register

In addition, the Infrastructure Consents Technician shall work with Units in Infrastructure and other Groups to ensure efficient and accurate processing of infrastructure components in resource consents, building consents and land information memorandums.

Key Relationships / Customers

External	Internal
Members of the public	Group Manager Infrastructure
Consultants	Unit Managers / Team Leaders
Developers	Infrastructure Group
Contractors	Drainage & Water Unit
Other relevant public or private sector organisations	Land Transport Unit
	Building Unit
	Planning Unit
	All TDC Staff

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Infrastructure Consent Related Duties

1. Be responsible for undertaking the vetting, lodgment, requests for further information, circulation and co-ordination of technical content from contributing units for the various types of Infrastructure Consents.
2. Peer review and issue consents following receipt of technical content, ensuring quality control and problem solving to resolve any conflicts from contributing units prior to issuing the consents.

3. Create and issue invoices for application fees, connection fees and network contributions as required in accordance with Council's Fees and Charges and specific financial contributions zones.
4. Create and issue work report forms for the recording of As-Built information that are required to be completed by contractors (i.e. Water Register, Sewer Register and Backflow Preventor Register).
5. Process and lodge returned work report forms and As-Built information for insertion into relevant asset management databases in relation to various types of Infrastructure Consents along with ensuring the relevant registers are accurately kept up-to-date.
6. Be responsible for undertaking the administration, processing and issuing of Infrastructure Compliance Certificates in relation to various types of Infrastructure Consents when physical works are complete and compliant with council standards.
7. Undertake the notification of non-compliant vehicle crossings to property owners.
8. Check and respond to the infrastructure consent and contribution components of Land Information Memorandum requests received by Council under LGOIMA, and update infrastructure registers as required.
9. Liaise with and investigate queries raised by applicants to resolve any outstanding issues with regards to infrastructure issues identified on Land Information Memorandum.
10. Undertake infrastructure checks of Building Consent, Project Information Memorandum and Certificates of Acceptance applications received by Council's Building Unit, and ensure projects comply with Infrastructure Standards of Practice at the completion of these projects when the Building Consent's Code Compliance Certificate is issued.
11. Be responsible for undertaking the production of pre-application notifications advising of the requirement to lodge a Services Consent Stormwater Device Registration.
12. Assist with the management of infrastructure consent records, ensuring information is accurately recording against the appropriate infrastructure registers.
13. Assist with data cleansing of scanned infrastructure consent files.
14. Provide Administration support for the Infrastructure Planner for Engineering Design and Clearance, including relevant invoicing.

15. Develop and maintain good working relationships with all groups and units within Council and ensure the information available to Council staff is consistent, accurate, reliable and effective.
16. Develop and maintain a customer-focused service with the public, consultants, developers, and contractors.
17. Actively focus on beginning-to-end delivery, manage timelines and provide administrative, data entry and processing for Infrastructure Consents within required timeframes.

Other Administrative Duties

18. Assist with generating and issuing invoices for the varying Corridor Access Requests (CARs) as required in accordance with Council's Fees and Charges and contributions zones.
19. Administer the overweight permit approval process for roads servicing the Timaru Port.
20. Assist with the lodging, tasking, and co-ordination of Temporary Road Closures for events.
21. Assist with the creation and ongoing review of Process Mapping (i.e. Promapp).
22. Demonstrate a commitment to ongoing learning and to keep informed of and up to date with industry trends, legislative changes, the District Plan, Council Bylaws, Infrastructure Design Guidelines and Standard Plans and relevant Code of Practices.

General Responsibilities

23. Contribute to the ongoing innovation of Council systems, identifying and implementing improvements to work processes to improve the way in which Council delivers its services.
24. Actively engage in setting own goals and objectives.
25. Assist with other duties as reasonably required by the Infrastructure Planner.
26. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
27. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.

28. To be actively involved in Civil Defence Emergency Management when required.
29. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
30. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NZQA Certificate Level 4 in relevant field.
Desired Qualification	NZQA Diploma Level 5 in relevant field.
Minimum Experience	3 years' experience in a similar or related consent approval role.
Desired Experience	5 plus years' experience in a similar or related consent approval role.

Key Competencies / Skills / Knowledge

- Exceptional communication skills, both written and oral, to convey information in a clear and effective way, with strong attention to detail.
- Highly developed organisational and administrative skills with the ability to multi-task and the ability to work under pressure to meet both statutory and non-statutory deadlines without supervision.
- Strong computer skills in Microsoft Office and Teams environment.
- Self-motivated, with initiative and a high degree of attention to detail.
- Excellent organisational, time and work management skills.
- Ability to work co-operatively in a team environment.
- Ability to collaborate closely with all staff to provide a consistent service.
- Excellent public relations skills with an ability to work with a diverse range of stakeholders and able to handle conflict situations in a professional manner and negotiate satisfactory outcomes.
- Possess an inquiring mind, research and problem solving skills, and a mature and responsible approach to all aspects of consenting activities.

- A sound knowledge of local authority organisational responsibilities.
- Knowledge of the statutory obligations as set out in Councils Consolidated Bylaws and District Plan.
- Knowledge of the statutory obligations as set out in the Local Government Act, Resource Management Act, Building Act, and Privacy Act.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Infrastructure Planner

**Infrastructure Consents
Technician**

Date

Date