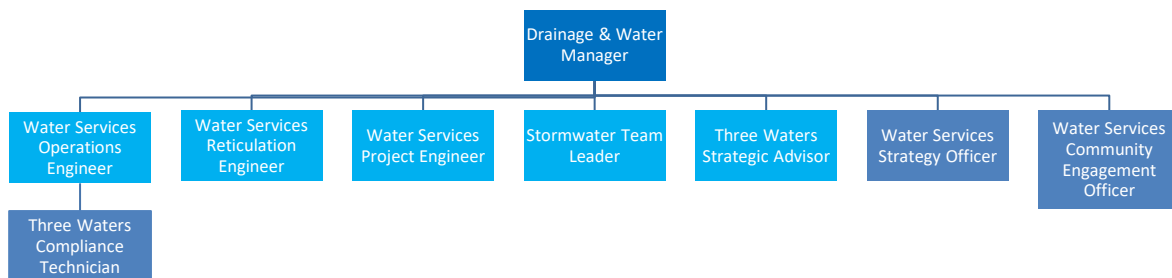


## Position Description: Three Waters Compliance Officer

<b>Business Group</b>	Drainage and Water
<b>Reports To</b>	Three Waters Strategic Advisor
<b>Direct Reports</b>	Nil
<b>Date</b>	October 2022
<b>Budget Responsibility</b>	Approx. \$50,000
<b>Financial Delegation</b>	\$10,000

### Business Group Structure



### Business Group Purpose

The Infrastructure Group encompasses the areas of the Drainage and Water, Land Transport, Waste Minimisation, Parks and Recreation, Development, and Climate Change Units at the Timaru District Council. The Group plays a key role in delivering core services to the community, while leading and implementing the Infrastructure Strategy across the District. This Group will be responsible for the design and implementation of strategy and programmes of work which align with the strategic priorities and Long Term Plan objectives of the Council.

## Purpose of the Position

Three Waters Activities includes all those activities relating to the provision of Drinking Water, Stormwater and Wastewater services.

The purpose of the Three Waters Compliance Technician position is to ensure that the wide ranging compliance requirements for Three Waters Activities are met, that monitoring and reporting of compliance is carried out in a timely manner and to monitor the use of the Telemetry System.

Compliance with Drinking Water Standards, Resource Consent Conditions, Legal Obligations, Health and Safety Standards, and Long Term Plan Performance measures are becoming more critical and this newly defined role is a key action to enhance and report compliance.

In addition, internal quality assurance processes need to recognise the changing regulatory environment and improvements to the monitoring of telemetry outputs is included in this role.

## Key Relationships / Customers

External	Internal
Members of the public	Group Manager Infrastructure
Contractors	Drainage and Water Manager
Consultants	Drainage and Water Unit
Businesses and Suppliers	Information Technology Unit
Taumata Arowai	Customer Services Unit
Environment Canterbury	
Other Stakeholders	
Other Local Authorities	

## 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.

## **Compliance**

1. To monitor, audit and report on compliance with:
  - a. Drinking Water Standards New Zealand (DWSNZ)
  - b. Resource Consents
  - c. Legal obligations, and
  - d. Health and Safety.
2. To review and monitor compliance with Water Safety Plan improvement actions.
3. To review and monitor compliance with conditions included in Stormwater Management Plans.
4. To overview the audit of water supply backflow prevention devices to confirm testing and certification requirements are met.
5. To monitor and interpret compliance reports and validation certificates relating to critical equipment.
6. To monitor and audit the supervision of contractor performance with respect to the cleaning, sterilisation and commissioning of new water mains.

## **Information Management**

1. 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.
2. Assist in three waters asset record keeping, plans updating and data entry, data validation and quality checks.
3. Advise on data collection and storage methodologies that will result in sufficient and efficient data collection systems and processes.

## **Telemetry**

1. To actively monitor Telemetry to ensure staff respond to all alarms and all required follow up actions are initiated.
2. To initiate and implement a control system for updates and upgrades to the Telemetry system.
3. To ensure Telemetry data is robustly stored and to be the data historian.

## **Customer Experience and Relationship Management**

1. Deliver quality customer service as part of a team to external and internal customers.
2. To assist with the provision of effective communication with industry and other stakeholders and to ensure relevant external stakeholder communications are delivered and/or responded to in a timely and appropriate manner.

## **Corporate and Drainage and Water Unit Support**

1. To assist with the preparation of Council's Long Term Plan and consequential draft annual plans and draft annual budgets relating to three waters compliance.
2. To support Asset Management Planning by ensuring water quality data is available and usable.
3. Assist with the preparation of Water Safety Plans.
4. Actively participate in the development of educational information so that Drainage and Water Unit staff are able to support the position.
5. To ensure that Drainage and Water staff and contractors are trained to sufficient standards to comply with The Water Services Act and to monitor technical staff competency assessments.
6. Promote team work, inter-team co-operation and knowledge sharing and to keep internal staff informed of changes to the legislative environment.
7. Assist Drainage and Water staff to access and assess quality assurance documentation and to support process improvements and resource optimisation.

## **Health and Safety**

1. Actively support the continuous development of health and safety culture and practices 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.
2. To be actively involved in Civil Defence Emergency Management when required.

## **Other**

1. Actively engage in setting goals and objectives for self and team.
2. Give and receive constructive feedback.

3. 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.
4. Assist with other duties as reasonably required by the Three Waters Strategic Advisor, Water Service Operations Engineer, and/or the Drainage and Water Manager
5. Commitment to the principles of the Treaty of Waitangi.

### Formal Qualifications / Training / Experience

<b>Minimum Qualification</b>	Relevant 3 year degree.
<b>Desired Qualification</b>	Relevant 3 year degree with a supporting technical diploma.
<b>Minimum Experience</b>	Five year's relevant experience.
<b>Desired Experience</b>	More than five years' relevant experience.
<b>Mandatory Training requirements (these may be reviewed and updated from time to time)</b>	First Aid.

### Key Competencies / Skills / Knowledge

- Knowledge of the Local Government Act and the Resource Management Act is essential.
- A knowledge of sewer, stormwater and drinking water activities.
- Knowledge of Drinking Water Standards NZ.
- Knowledge of Resource Consenting Framework and Resource Consent condition monitoring.
- Previous experience with Telemetry control systems.
- Experience in training others, able to deliver specialist knowledge in a logical, concise, clear and engaging manner.
- Experienced in monitoring and assessing technical competency.
- Strong data entry and data management skills including data interpretation and interrogation.

- Advanced computer skills including proficiency in Microsoft products.
- Report writing ability related to data standards, analysis and compliance.
- Able to work well as part of a team, and influence others at all levels of the organisation.
- Very good communication skills are necessary.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

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Grant Hall  
**Drainage and Water Manager**

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**Three Waters Compliance Technician**

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**Date**

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**Date**