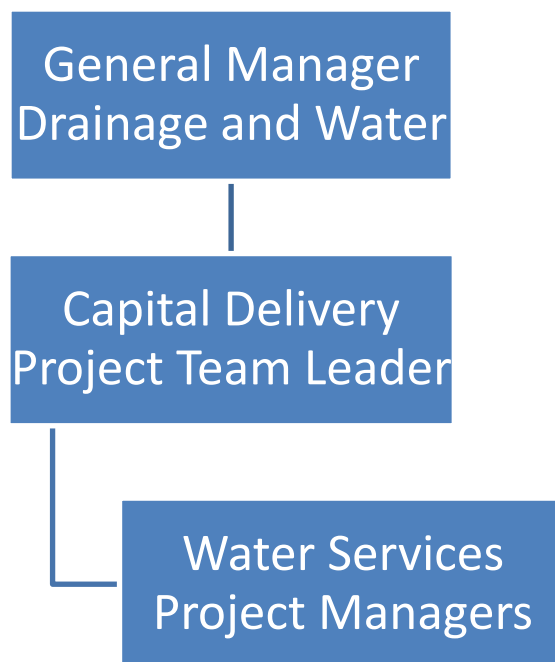


Position Description: Water Services Project Manager

Business Group	Drainage and Water
Reports To	Capital Delivery Project Team Leader
Direct Reports	Nil
Date	August 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Infrastructure Group encompasses the areas of the Drainage & Water, Land Transport, Parks & Recreation, Climate Change, Development and Waste Minimisation 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. A key focus of the Group is to ensure infrastructure services promote the social, economic, environmental and cultural wellbeing of Timaru's communities today and in the future.

Purpose of the Position

The purpose of the Water Services Project Manager position is to be responsible to the Water Services Projects Team Leader for the project management of long term asset renewal and development strategies in the Drainage and Water work programme to deliver the Council's strategies and plans. This role will manage the project activities to meet the project requirements or acceptance criteria. These projects include water services asset renewal and upgrades in urban and rural areas to achieve a safer, efficient, resilient and sustainable network. The position requires sound project management skills, knowledge and qualifications with the ability to manage the risks, issues and changes on the project, monitoring progress against plan, managing the project budget, maintaining communications with stake holders and the project organisation and closing the project in a controlled fashion when appropriate.

This role will also be responsible to contract the projects out to the contractor for construction which includes packaging the project into contract works into tender or quotation, tender or quotation evaluation, administer and manage the contract through commissioning in the role of Engineer's Representative under NZS3910 contract and develop reports.

In the delivery of projects in the work programme, the emphasis is placed on asset management considerations, statutory requirements, Council strategic directions, stakeholder consultation, and ensuring affordable best practice is incorporated in the designs and construction. This work shall be carried out in accordance with Council policies and bylaws, resource consent and public health requirements, in a professional manner and in line with standard procedures and best practices.

Key Relationships / Customers

External	Internal
Members of the public	Drainage and Water Group
Contractors	General Manager Drainage and Water
Consultants	Capital Delivery Project Team Leader
Businesses and Suppliers	Land Transport Group staff
Government Agencies	Customer Services Unit staff

Iwi Representatives	All other TDC staff
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.

1. Sound knowledge of the Health and Safety at Work Act 2015
2. Provide project management oversight of Drainage and Water projects, including managing inputs from internal staff, consultants, contractors, the public and other stakeholder liaison, ensuring that completion is on time, on budget, within scope and to quality requirements.
3. Provide project management expertise for Drainage and Water projects, including management of investigations, project planning, design, construction, commissioning, and ensuring that the project is within the acceptance criteria.
4. Prepare and implement communications strategies and plans for projects including managing inputs from internal staff, consultants, contractors, the public and other stakeholder liaison.
5. Assist with the Water Services Projects Team Leader preparation and implementation of annual work programmes for renewing and developing assets, and coordinate projects with other utilities.
6. Assist with the preparation of contract specifications and plans.
7. Assist in the procurement of services and support best practice.
8. Monitor expenditure to ensure compliance within approved budgets and annual plans for the development and renewal of Drainage and Water assets.
9. Assist with the preparation of Council's Long Term Plan, annual plans and annual budgets relating to the development and renewals of Drainage and Water assets.
10. Ensure compliance with the Resource Management Act and any other relevant legislation or codes through obtaining resource consents and implementing appropriate monitoring programmes.

11. Deliver quality customer service as part of a team to external and internal customers and achieve specified performance standards.
12. Keep up to date with relevant technologies and best practice.
13. Actively engage in setting own goals, maintain professional development and objectives.
14. Assist with other duties as reasonably required by the Capital Delivery Project Team Leader.
15. 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.
16. 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.
17. To be actively involved in Civil Defence Emergency Management when required.
18. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organizations values and above the line behaviors.
19. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	A recognised practitioner's qualification or progress to a relevant qualification.
Desired Qualification	Working towards or completion of a Project Management qualification.
Minimum Experience	Five years' relevant experience in New Zealand.
Desired Experience	More than seven years' relevant experience in New Zealand with a background in Water Services engineering.

Key Competencies / Skills / Knowledge

- Excellent knowledge and experience in project management skills
- Sound knowledge of the general engineering principles associated with water, wastewater and stormwater activities is preferred.

- An understanding of water, wastewater and stormwater system design, with construction and maintenance techniques.
- Strategic thinking and critical analysis skills, able to demonstrate the ability to make good decisions.
- Competent in the operation of computer systems with good knowledge of project management.
- Able to work as part of a team, yet also conscientiously work unsupervised.
- A willingness to learn new skills and concepts is essential.
- Good communication skills are essential, including an ability to prepare and implement communication strategies and plans.
- Excellent interpersonal skills, able to communicate clearly, respectfully and deliver verbal and written information in a logical and concise manner.
- Excellent time management skills, able to prioritise and meet deadlines
- Understanding of the Health and Safety at Work Act 2015
- Ability to relate to a diverse range of internal and external stakeholders at all levels.
- Able to handle conflict situations in a professional manner and negotiate satisfactory outcomes.
- The ability to work under pressure and time constraints.
- Ability to maintain confidentiality and neutrality.
- High level of honesty, integrity, confidentiality and a trustworthy manner.
- Must be in possession of a full driver's license.

General Manager Drainage and Water

Water Services Project Manager

Date

Date