**HAWKES BAY REGIONAL COUNCIL - WORKS GROUP**

**Job Description**

**CATCHMENT WORKER**

**Position title:** **Catchment Worker**

**Responsible to:** Catchment Overseer

**Primary duties:** • undertake river and drainage maintenance and capital works

in a cost effective and professional manner.

 **•** to operate assigned plant in a cost effective and efficient

manner.

 • undertake external and private works in a cost effective,

 professional and customer focussed manner.

**Job grade: 6** to 7

**LIMITS OF AUTHORITY – (I.E. CAPITAL EXPENDITURE, CREDIT, PURCHASE ORDERS ETC).**

Authority to engage and terminate staff Nil

Authority to procure capital equipment/tools Nil

May issue purchase orders up to a value of $250.00

Authority to write off debt Nil

Authority to issue quotations without consulting immediate supervisor Nil

Authority to approve credit to new/existing customers Nil

**POSITION IN ORGANISATION**

Position and titles of staff directly supervised - N/A

Positions you have contact with but no authority over - Sub - Contractors

##### SKILL REQUIREMENTS APPROPRIATE QUALIFICATION

|  |  |
| --- | --- |
| NZQA unit standards **an advantage** Able to understand plans and documentation Council codes of practice  | * Infrastructure pipe laying
* General carpentry
* Concrete placement
* fencing
 |
| Licensed to drive and operate assigned plant and associated attachments | Current Drivers Licence class 1 W.T.R.F endorsements |
| Safe and competent to use a chainsaw for lopping, cutting and general river work. | Chainsaw operators Certificate* Lopping Training – In House
 |
| Can Drive a 4WD Vehicle | Current Drivers Licence* 4WD Course as required
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| Safe and competent to use a scrubbar and spray equipment | In House operator course |
| Can operate a Radio Telephone | In House Training |
| Can complete Works Group paperwork accurately and on time | In House Training |
| Trained in First Aid | St Johns Level 1 Course |
| Can use all safety equipment relevant to position. | In House Training |

**KEY DUTIES AND EXPECTED RESULTS**

| **EXPECTED RESULTS** | **KEY TASKS** | METHOD OF MEASUREMENT |
| --- | --- | --- |
| Undertakes river and drainage maintenance in a cost effective and professional manner. | • Chainsaw operations including lopping.• Fencing.• Scrubbar work.• Stopbank protection work.• Pump station rounds and repairs.• Rubbish collection and removal.• Culvert and floodgate maintenance.• Miscellaneous tasks and record keeping.• Is well presented and courteous to clients. | Maintenance tasks completed on time with no repeat work.No complaints from clients.All jobs completed with a positive margin.All required paperwork completed accurately and on time (e.g. job, plant and time sheets).Positive comments from clients on staff appearance and attitude.Proactive defect reporting to supervisor. |
| Undertake capital works as directed in a professional and timely manner. | • Culvert and headwall construction.● Pipeline construction• Public access construction works.● Tree planting and maintenance • Miscellaneous civil works. Concrete placement, timber structures | High quality installation works with no customer complaints.Work completed on time.Success of structures during storm events. |
| Operate plant in a cost-effective manner. | • Conduct daily and weekly checks including all safety checks. report all defects to leading hand and workshop.• Operate plant to maximise output and minimise maintenance and fuel costs.• Conduct excavation operations in line with works group codes of practice and associated statutory requirements. | High availability of major plant achieved particularly during periods of high demand.Benchmark rates of production achieved or improved on.No breaches of operational or statutory codes of practise. No complaints. |
| Operate plant and equipment in a safe and economic manner.Conduct all operations in compliance with Works Group Safety Manual and associated Codes of Operation. | • Read and understand works group safety manual.• Operate all plant within its capabilities.• Comply strictly with all safety regulations.• Identify work place hazards continuously as part of performing DAY-TO-DAY operations.• Maintain a clean and tidy workplace. actively promote a safe and healthy workplace with fellow workers and contractors.• All accidents and near misses reported in accordance with safety policy. | Cost of operation of plant in line with manufacturers benchmark figures.No accidents. Employee with strong safety focus. All hazards reported.Up to date and accurate Accident Register. |
| Undertake training opportunities for the benefit of the employee and the Works Group.Promote and practises continuous improvement and quality control within the Works Group. | • Make training needs known through performance assessment system.• Actively participate in debating ideas and seeking involvement in decision making situations as opportunity allows.• Maintain a positive overall attitude in the workplace as assessed by your supervisor and peers.• Assist in training new team members and pass on experience | Well skilled team, with appropriate and up to date qualifications necessary for the job.Proactive quality programme with participation at all levels.Willingly passes on expertise to fellow workers. |
| Carry out Emergency Response work as required in response to adverse weather and Civil Defence situations. | • Understand employee's role in CD organisation and participate in exercises. | Professional and knowledgeable response team.Staff well versed in Emergency Response roles. |