

# WESTLAND DISTRICT COUNCIL

## JOB DESCRIPTION

### JOB TITLE

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Project Manager - Water Delivery Services

### PURPOSE

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To lead and manage the end-to-end delivery of Three Waters infrastructure projects (drinking water, wastewater, and stormwater) within the Westland District. This role ensures that underground asset renewals, upgrades, and new installations are delivered efficiently, safely, within scope, on time and to budget, while complying with legislative and Council requirements.

### SPECIFIC DUTIES & RESPONSIBILITIES

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#### Project Management

- Manage assigned capital and renewal projects through all phases – planning, design, procurement, delivery, and close-out.
- Provide technical input into project scope development, feasibility assessments, design, and procurement processes.
- Prepare and maintain detailed project plans, schedules, budgets, risk registers, and stakeholder communication plans.
- Ensure all project documentation, approvals and reporting are completed to a high standard and within required timeframes.
- Coordinate with external consultants, contractors, utility providers, and internal teams to ensure successful project delivery.
- Monitor and report on project progress, performance, risks, milestones, and financials, using Council reporting tools and templates.

#### Contract Management

- Lead the procurement of external consultants and contractors in line with Council procurement policies and GETS (Government Electronic Tenders Service) procedures.
- Administer contracts in accordance with NZS3910 (or similar) and assess contractor claims, variations, and progress payments.
- Monitor contractor compliance with specifications, safety requirements, environmental obligations and quality standards.

#### Site and Quality Assurance

- Undertake regular site visits and inspections to monitor progress, health and safety compliance, quality, and environmental controls.
- Identify and resolve issues or non-conformances early, working collaboratively with contractors and consultants.
- Ensure effective commissioning, asset handover, and as-built information collection is completed.

#### Stakeholder Engagement

- Maintain effective communication and working relationships with internal stakeholders, contractors, consultants, iwi, community representatives, and regulatory agencies.
- Provide regular and transparent updates to the 3 Waters management team and elected members, including briefing notes and project summaries.

#### Key Relationships

##### Internal:

- Water Services Team
- Operations and Engineering staff
- Finance and Procurement teams
- Asset Management and GIS teams
- Executive Leadership Team
- Elected Members

##### External:

- Contractors and Consultants
- Regulatory agencies (e.g., Regional Council, Taumata Arowai)
- Utility providers
- Members of the public and stakeholders
- Other Territorial Authorities

Delegated Authority

- N/A

Staff management

- N/A

Reporting To

- Operations Manager - District Assets

Health and Safety

To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.

To identify existing or potentially hazardous conditions and recommend appropriate corrective actions.

To report all accidents and near miss events.

To be familiar with emergency procedures.

To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.

To implement the removal of hazards where practicable and provide training in this area.

To investigate accidents and near miss events.

To ensure staff are trained and kept up to date with any new work safe policy changes.

To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for Civil Defence and Emergency Management (CDEM)

you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

## GENERAL DUTIES & RESPONSIBILITIES

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- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

## SKILLS, EXPERIENCE & EDUCATION

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Qualifications/Experience

- Certificate in Civil Engineering, preferred.
- 5-10 years of experience as a project manager, preferably in 3 Waters and construction.
- Knowledge of New Zealand Government Electronic Tenders Service (GETS)
- Proven experience managing multiple projects simultaneously through full project lifecycle.
- Experience in New Zealand contract standards - NZS3910 or similar.
- Knowledge of RAMM asset and maintenance software an advantage

Technical Skills and Competencies

- Strong understanding of 3 Waters infrastructure, industry standards, and legislative requirements.
- Excellent contract administration and financial management skills.
- Ability to interpret technical documentation, engineering drawings, and construction specifications.
- Proficient in Microsoft Office suite (Word, Excel, Outlook, Project).

#### Personal Attributes

- Strong communicator with excellent interpersonal and negotiation skills.
- Calm under pressure with a practical, solution-focused approach.
- Well-organised, self-motivated, and results-driven.
- Commitment to public service and delivering positive outcomes for the community.
- Full, clean driver's licence required.