



Tūranga Mahi / Position Description:

Stormwater Network Supervisor

At Rotorua Lakes Council, we are driven by the **purpose** for our existence, - by our 'why'. Our 'why' is our customers. We come to work each day to deliver services for our customers, and we keep them at the centre of our organisation's culture. We are committed to building a high performing culture based on our **purpose**.

'How' we work together is defined by our organisational culture and values. What each person does differs from role to role and will change based on the work programme approved by our Elected Council. The tasks that we do in each role are not a purpose in themselves, their purpose is to serve our customers.

To be successful in the role, and to enjoy your employment at RLC by achieving significant results for the community, you will need to take to heart and live the sentiment "The organisation's success is my success – my job is only done when everyone's job is done".

Rotorua Lakes Council is one of the largest employers in Rotorua, building a positive future for our district with approximately 78,000 residents, and visitors numbering in the millions. We are determined to be among the best councils in New Zealand and are committed to continually improve the service provided to our customers, both external and internal.

Rotorua is in the heart of the Te Arawa region. 40% of the population are Māori. Being a bicultural city provides a foundation for us to recognise and celebrate our increasing diversity which enriches us as individuals and as a multi-cultural community. Employment at RLC is a unique opportunity to develop your understanding and appreciation of Te Ao Maori, in order to better serve our whole community. As a senior leader in the organisation, you have a key responsibility to lead our people in adhering to our legislative responsibilities to mana whenua.

A top priority is to ensure the health and safety of our people at work. We want you to go home healthy and safe each day. Safety is everyone's job – all of our staff have a shared responsibility to manage our work environments to prevent harm, and to actively engage with health and safety initiatives and procedures. Managers are responsible for the health and safety of the areas and people under their leadership.

Rotorua Lakes Council has statutory responsibility for Civil Defence and Emergency Management (CDEM) within the district. This responsibility extends to all staff, who may be called upon to undertake CDEM roles in addition to their position specific responsibilities.

We are one team. To be successful, it is important that all staff are aligned to and actively support the organisation's direction, working collaboratively, and actively participating in activities and initiatives to advance the organisation.

The position description below describes the specific requirements of this position. The description within this position description is not an exhaustive list of responsibilities or tasks and staff are expected to contribute to the organisation through other tasks and activities assigned by their manager. In addition, you are also expected to be proactive in knowing and following Council policies and procedures.



TE ĀHUA O TE MAHI - POSITION SPECIFICATION	
MAHI - POSITION:	Stormwater Network Supervisor
RANGATIRA - REPORTS TO:	Stormwater Manager
KĀHUI - GROUP:	Infrastructure & Assets
TAUNGA MAHI - LOCATION:	RLC Depot
PŪTAKE - POSITION PURPOSE:	Technical on the job specialist providing leadership and first line management of teams to deliver programmed and project work. Accountable for the detailed planning and scheduling of materials, plant and labour for each job.
NGĀ WHAKARITENGA - DELEGATIONS	• Number and nature of direct reports - Nil • Budget responsibility – Nil
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāroto - Internal	• Mayor and Elected Members • Te Tatau o te Arawa • CE's Group • Manahautū Te Arawa Partnership • Destination Development • Organisational Performance & Innovation • Infrastructure & Assets • Chief Financial Officer • People & Culture • Community Experience
HONONGA WAIWAI – KEY RELATIONSHIPS: Rāwaho - External	• Council stakeholders • Contracted service providers • Technical professionals in your field • Consultants and Contractors • Auditors • Mana whenua • Neighbouring local authorities • Mayor and Elected Counsellors • Local Government New Zealand (LGNZ) • Media and professional groups • Regional Council • Chamber of Commerce • Te Arawa Entities • Rotorua Community & Partnership • Police • Māori Wardens • Neighbourhood support

NGĀ MAHI MATUA - KEY ACCOUNTABILITIES:	Operations • Detailed planning and resource scheduling based on cost schedules received from Manager • Any variances from cost schedules reported and resolved • Materials, plant and labour, booked and scheduled in advance and arrive on site when required • Undertaking site audits regularly • Set up job sites, manage any potential difficulties with delivery • Regular reporting back to manager providing work / project status, highlighting any risks to delivery • Identify and manage variations as appropriate, escalate as required • Hands on work as required • Support internal customers to ensure excellent Traffic Management set up • Ensure Manager is alerted to any issues over and above the normal requirements • Effectively inducting sub-contractors to site Customer Service • Communicate and liaise with customer at applicable level on works delivery • Aiding with scoping and costing of work • Client accurately and promptly updated as required • Prompt, accurate and professional delivery of information Solutions focussed People Management • Practical on-job training and competence training delivery • Day to day people management e.g. attendance, performance, recognition • Regular performance appraisals for team undertaken, to be signed off by manager • Identification and escalation of training and development needs • Identification and escalation of performance management / conduct issues • Ensure effective communication occurs within the team i.e. toolbox talks, meeting notes, staff informed accordingly Team Work • Working together as a team to get the job done • Undertakes other duties as may be reasonably required from time to time • Developing and maintaining strong working relationships with internal and external stakeholders including operational division staff, core service providers (especially finance and payroll teams) and other suppliers.
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	<i>NB: the key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional delegated responsibilities in the course of your employment that are consistent with the purpose of your role.</i> There will also be the annual delivery of agreed KPIs.
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TE ĀHUA O TE TANGATA - PERSON SPECIFICATION

NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Required • Current clean Class 1 NZ drivers Licence (manual) • First aid • Minimum of 5 years' experience within a supervisory position • First line management skills
NGĀ MAHI MATUA - FORMAL QUALIFICATIONS: (Ngā matau ā-wheako rānei - Or experience recognised as equivalent)	Desirable • Current clean NZ drivers Licence – Class 2 and WTR • Level 4 - National Certificate in Infrastructure works (Pipeline, Construction & Maintenance Storm water) or Equivalent qualification • Practising TMO/STMS



NGĀ PŪKENGĀ - POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	Communication & Interpersonal Skills • Strong written and verbal communication skills, with the ability to adapt style to suit different audiences. • Builds effective relationships with colleagues, customers, and stakeholders at all levels. Teamwork & Collaboration • Works well both independently and as part of a team. • A positive and reliable team member who contributes to a supportive work environment. Organisation & Time Management • Highly organised with the ability to prioritise tasks and manage a varied workload. • Demonstrates flexibility and adaptability in response to changing demands. Problem Solving & Initiative • Applies a practical, hands-on approach to solving problems. • Self-motivated and able to work unsupervised, showing initiative and good judgement. Professionalism & Work Ethic • Committed to health and safety, with a strong sense of personal responsibility and integrity. Technical Skills • Strong attention to detail, with sound reading comprehension and basic mathematics skills.
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NGĀ MĀTĀPONO: VALUES	Tai Kawenga – The Flowing Tide Tai means tide or current Kawenga refers to values - Those things we carry inside us, and those things that carry us - in our day-to-day lives. Those principles that we value are the ones we take with us. Purpose Speaks to why we exist and it is expressed through three ideas that reflect our vision 😊 Customer focused 🤝 Community driven 🧑 People at the heart Promise 🤝 What we commit to delivering, every day Practices 😊 How we behave Principles ✨ The values we believe in and stand by: Stronger together - Lead with integrity - Challenge and innovate - Steward our future
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