

Job Description

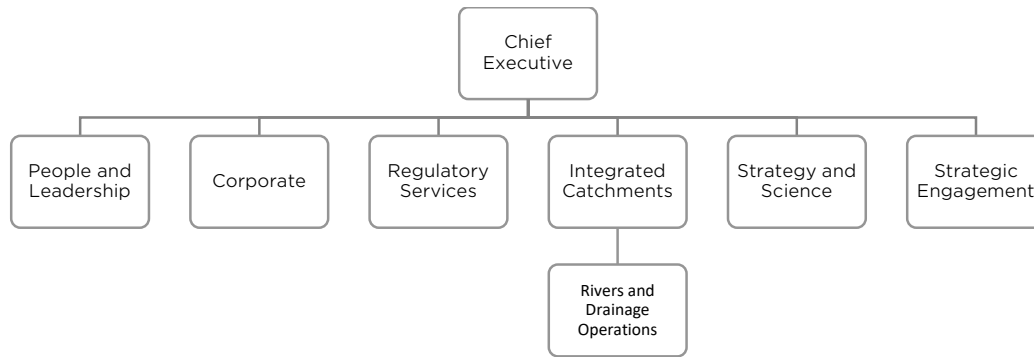


Job title	Rivers and Drainage Operator
Group	Integrated Catchments
Section	Rivers and Drainage Operations
Responsible to	Area Engineer
Responsibility for employees	None
Date	June 2025

Our organisation

About us	Toi Moana Bay of Plenty Regional Council's work guides and supports the sustainable development of the Bay of Plenty. We are responsible for land, air and water, as well as public transport and economic development. We want to make sure our region grows and develops in a way that keeps its values safe for future generations.
Our vision	Our vision of "Thriving together – mō te taiao, mō ngā tangata" means we want to ensure that both the environment and the people in the region thrive. Looking after the environment is at the heart of what we do.
Our values	Our values reflect who we are and what is important to us: Trust, Integrity, Courage, Manaakitanga, Kotahitanga, Whanaungatanga (<i>see attached</i>).
Our leadership model	Te Pae Rangatira, means 'The Model of Leadership'. In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Leadership at Toi Moana is guided by four pou whirinaki (pillars of guidance), these are: Care, Collaborate, Navigate and Balance (<i>see attached</i>).
Our community outcomes	Our community outcomes describe what we're working towards achieving for the Bay of Plenty: He taiao ora - a healthy environment, He hāpori mata-hī awatea - future ready communities, Ngā hāpori e honoa ana, e whakamanatia ana hoki - Connected and enabled communities, He whanaketanga mauri tū roa - Sustainable development, Te Ara Poutama - The Pursuit of Excellence. Directly or indirectly, your work will feed into helping us achieve one or more of these outcomes.
Partnerships with Māori and Te Tiriti o Waitangi	The Treaty principles and the partnership upon which it is founded are an established part of our local government framework. As Treaty partners, Māori hold a unique role in shaping and contributing to regional leadership and direction. It is the collective responsibility of Toi Moana staff to uphold the principles and spirit of the Treaty.

Our team



Job purpose

Toi Moana Bay of Plenty Regional Council (BOPRC) is committed to its' vision of thriving together through the delivery of strong community outcomes. It is our people and their commitment to first class leadership and high performing teams which will ensure this delivery.

This job exists to undertake river and drainage scheme maintenance activities and wetland/habitat creation projects within the Bay of Plenty Region.

Functional relationships

External	Purpose and frequency of contact	
• Contractors	• Service delivery	Weekly
• Landowners	• Consultation	Weekly
• General Public	• Providing information, responding to queries	Occasionally
• Iwi Groups	• Consultation	Occasionally
• DOC and Fish & Game	• Consultation/collaboration	Occasionally

Internal	Purpose and frequency of contact	
• Staff from the Rivers and Drainage and Land Management sections	• Collaboration	Weekly

Key result areas

The job encompasses the following major functions or key result areas:

- Operational management
- Relationship management
- Corporate contribution

Key accountabilities

The requirements in the above key result areas are broadly identified below:

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
1. Operational management	
<ul style="list-style-type: none"> Undertake and lead a variety of rivers and drainage plant operating work including clearing/de-silting drains, tree clearing, culvert laying and riverbank erosion repairs. Operate plant to undertake flood control protection work (generally rock rip-rap placing) as a result of planned maintenance or flood repairs. Operate plant to carry out maintenance programmes for mechanical and weed cutter boat operations and other general rivers and drainage maintenance works. Carry out and take operational responsibility for specific river works required by Council, in accordance with the Health and Safety at Work Act 2015. Assist with flood response and pumping activities during heavy rainfall and emergency events. Undertake planned wetland construction/maintenance and habitat recreation works. Undertake any other relevant duties as delegated by the Works Coordinator, Area Engineer and Operations Manager. Undertaking a variety of rivers and drainage maintenance work including fencing, tree clearing/layering, herbicide spraying, culvert laying, drain clearing, floodgate maintenance and riverbank erosion repairs. Carrying out maintenance programmes for mechanical weeding, weed spraying and other general maintenance programmes. Assisting with flood response works involving emergency pumping, sandbagging, setting up and maintaining temporary mobile pumps, inspections and monitoring operations as required 	<ul style="list-style-type: none"> Work is conducted efficiently and effectively and complies with internal policy and fulfils legislative requirements. Work is carried out in accordance with BOPRC Health and Safety Policy and processes. All duties are provided in a timely and professional manner and in compliance with the Environmental Code of Practice for Rivers and Drainage Maintenance Activities. Become proficient in the field app module of the Tech 1 asset management system
2. Relationship management	
<ul style="list-style-type: none"> Establish and maintain close working relationships with internal and external contacts including Local Authorities, 	<ul style="list-style-type: none"> Effective, professional relationships and partnerships are developed and

Key accountabilities (You are responsible for)	Key accountability measures (You will be successful when)
<p>ratepayers, landowners, DOC, Fish & Game, suppliers, consultants, and contractors.</p> <ul style="list-style-type: none">• Provide a high standard of customer service to the public, enhancing Council's public image.	<p>maintained with internal and external contacts.</p> <ul style="list-style-type: none">• Professional image is conveyed in public forums.
3. Corporate contribution	
<ul style="list-style-type: none">• Promote the implementation of the Corporate Culture Statement, Leadership Model and Health and Safety Systems.• Recognise individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015.• Meet the statutory responsibilities detailed in the Information Management Policy and Procedures standard.• Meet Bay of Plenty Regional Council's statutory responsibilities for civil defence and emergency management.	<ul style="list-style-type: none">• Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.• Hazards are identified and all incidents and accidents are reported.• Participate in any wellness programmes, such as stress management training and health monitoring.• Council records are created and maintained in corporate information systems, meeting specified information management standards.• Participate in any civil defence and emergency management training initiatives and assist with any civil defence emergencies, as part of Bay of Plenty Regional Council's responsibilities for civil defence and emergency management.

Delegations

Delegations as set out in the Chief Executives Delegations Manual.

Freedom to act

Guidelines and support available to assist the job holder to make decisions e.g. policy documents, standard procedures, reference to team leader or senior employees. If job holder can make decisions without approval from anyone else, please note that authority.

- Area Engineer & Works Coordinator
- Health and Safety Policy
- Works Plan – i.e. jobs under river schemes
- Work under Rivers and Stream Operations
- Regional Natural Resources Plan; Environmental Code of Practice for Rivers and Drainage Maintenance Activities
- Rivers and Drainage Asset Management Plan
- Air Plan (Spray Rules).

Work complexity

Most challenging duties typically undertaken:

- Maintaining a high level of rivers and drainage maintenance work and wetland creation projects using specialised heavy construction machinery, excavators and tractor/trailer units.
- Often operating as a sole operator at various locations across the BOP region this position must have an advanced knowledge of machinery operation and health and safety practices.
- Maintaining a broad knowledge of maintenance works and wetland/habitat creation works.

Person specification

Minimum academic qualifications required:	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none">• NCEA, level 2• GrowSafe certification (or similar) and knowledge of chemical spray applications.• Traffic controller qualification	<ul style="list-style-type: none">• GrowSafe certification (or similar) and knowledge of chemical spray applications• Heavy truck licence.• Approved handler vertebrate toxins and herbicides• Controlled substance licence (CSL)• Chainsaw experience• Wheels/Tracks/Rollers licence endorsement• Confined space certification• Day skipper certificate
<ul style="list-style-type: none">• A valid driver's licence required*¹ - A clean and valid driver's licence including the use of heavy truck and road machinery	

Knowledge / experience (indicate years of experience required as appropriate)	
Essential	Desirable (for recruitment purposes only)
<ul style="list-style-type: none">• Minimum of 5 years' experience in rivers and drainage maintenance works, using specialised heavy machinery, hydraulic excavators; and weed cutter boats fencing, handling and working around machinery, operating and maintaining chainsaws• Understanding of flood control works and drainage maintenance works• Competent machinery operating skills• Tractor driving experience.	<ul style="list-style-type: none">• Advanced knowledge in mechanical maintenance practices• Experience in physical labour work• Ability to supervise river and drainage maintenance activities• Knowledge of wetlands (natural and constructed) and in-stream/riparian habitat for native species.• Air boat operating experience• Hiab crane operating experience

¹ Driving record free of driving suspensions or convictions (excluding demerit points and infringement fees). Requirement for valid Driver's Licence may be waived if applicant has a driving-related disability.

<ul style="list-style-type: none">• Excavator operating experience• Weed cutter boat experience.• First aid certificate• Hiab crane operating experience• Knowledge of machine operation where role is operating as a sole operator• handling working around machinery, operating and maintaining chainsaws.• Experience in physical labour.• Tractor driving experience.	<ul style="list-style-type: none">• Plant identification (basic weeds and natives)
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Key skills / job specific competencies

The following indicates what would typically be expected for this role at a competent level:

Advanced knowledge	<ul style="list-style-type: none">• Machine operation; tractor, excavator weed cutter boat, Hiab
Working knowledge	<ul style="list-style-type: none">• Understanding of flood control and construction works• Competent safe tree felling practices• Knowledge of the rural and farming environment• Chainsaw skills• Wader and water safety skills• Four-wheel drive skills and Wheels, Tracks and Rollers
Awareness	<ul style="list-style-type: none">• Community, environmental, cultural and political awareness

Personal attributes / key behaviours

- Highly motivated
- High level of physical fitness
- The ability to work unsupervised in remote locations
- High level of courtesy and listening skills
- Awareness of wetland habitats and indigenous species (fish & bird) life cycles
- The ability to promote harmony in a team
- Ability to project a good public image.

Other requirements

- May require frequent travel within or outside Bay of Plenty region
- Occasionally required to assist with flood events and site inspection, outside normal working hours, which are often undertaken in remote locations and in unfavourable conditions such as floods
- Required to handle spray chemicals and other dangerous materials
- Required to lift heavy equipment
- First aid skills.

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning.

Approved:

Manager

Date

Discussed with job holder:

Employee

Date

Our Vision

Thriving together - mō te taiao, mō ngā tāngata

mō te taiao, mō ngā tāngata translates to “for the environment, for the people”

Our Values

A tatou haerenga – our journey

Our values reflect who we are and what is important to us.

Te Pumanawa ‘the beating heart of the organisation’.

Our organisational values have been woven together following input from staff across the organisation, now it’s up to each of us to bring these values to life in the work that we do every day.

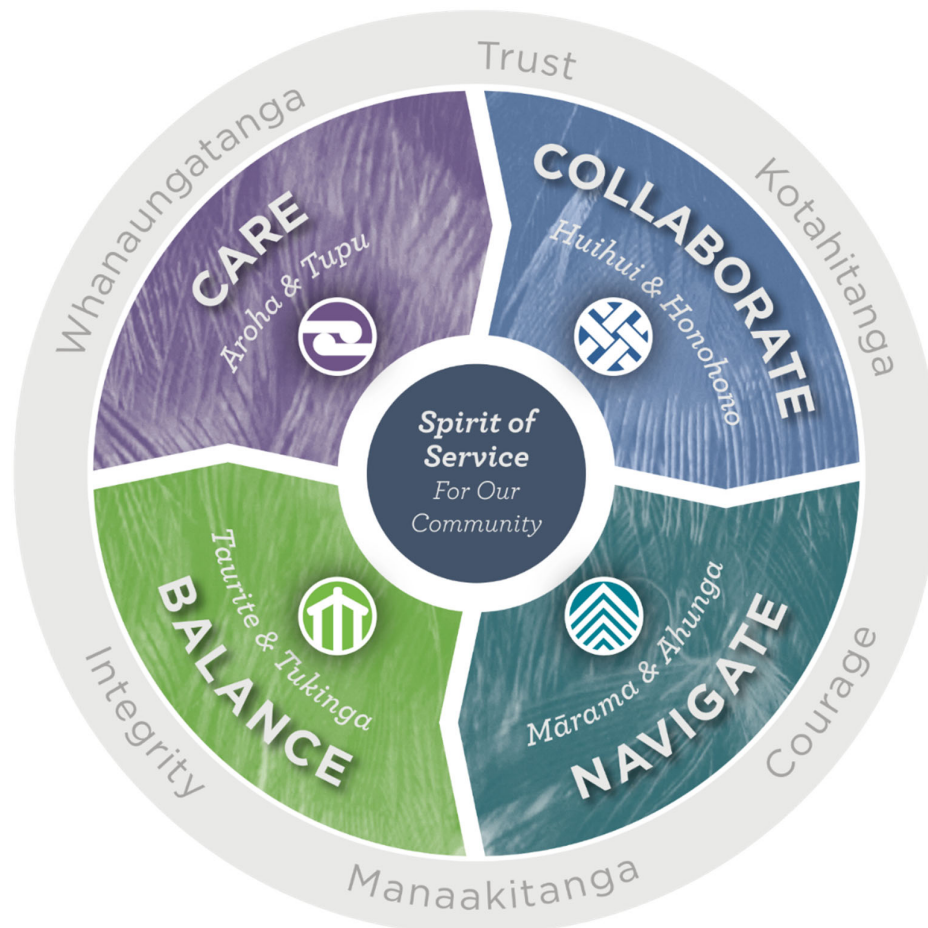
TRUST	INTEGRITY	COURAGE
We trust each other and work to build trust	We do what we say we will do We act with purpose to achieve results	We act boldly to lead and do the right thing for our region
MANAAKITANGA	KOTAHITANGA	WHANAUNGATANGA
<p>Mana</p> <ul style="list-style-type: none">▪ Leadership▪ Having strength and courage▪ Being a positive influence▪ Being proud and courageous▪ Professionalism <p>Manaakitanga</p> <ul style="list-style-type: none">▪ Trust and respect▪ Reciprocity (sharing)▪ Nurture/support <p>Mana has many meanings such as integrity, charisma and prestige.</p> <p>Manaaki means ‘to nurture and support and help each other grow’. When you add the ‘tanga’ the word is enhanced.</p>	<ul style="list-style-type: none">▪ Unity▪ Strong emphasis on collaboration▪ Being inclusive▪ Nurturing a positive team spirit▪ Sense of ownership <p>Kotahi means ‘as one’. Adding the ‘tanga’ accentuates the word, giving it a wider meaning, bringing us together – ‘strength in unity’.</p>	<ul style="list-style-type: none">▪ Strong focus on relationships.▪ Having fun and being happy▪ Socialising, including the importance of friends▪ Supporting each other <p>Whānau means family. Adding the ‘tanga’ extends the word to a wider whānau context. It has a very strong focus on relationship within the organisation.</p>

Te Pae Rangatira

Our Leadership Model

In Māori, it is said a Rangatira (Leader) is one who is able to raranga (weave) their tira (group of people) together. Our model, known as Te Pae Rangatira, means 'The Model of Leadership'.

At Toi Moana, we believe that to achieve great outcomes for our community we must enable our people to thrive together - connected and consistent leadership is a key success factor. Our leadership model has been co-designed with our people to create a shared understanding of what great leadership looks like at Toi Moana.



He aha te rangatira? Who is a leader at Toi Moana?

Everyone at Toi Moana has the opportunity to display leadership qualities.

Whether you're in a people leader role, working with our community, or supporting your colleagues, Te Pae Rangatira defines the capabilities that support us all to raranga (weave) a tira (group of people) together to enable great outcomes.

Ngā Pou Whirinaki The Pillars of Guidance



CARE

Aroha & Tupu

Love & Growth

Ka manaaki tātou i a tātou ki te aroha, ki te manawaroa, kia tupu, kia rea.

We care for ourselves and others with empathy, resilience and growth mind-sets.

Whakaaronui

Empathise

Whakawhanake i a koe ake

Develop self

Kia kaha, haere tonu

Embrace resilience

Kia tupu te whakaaro

Have a growth mind-set

Āwhinatia ngā tāngata kē

Enable others



COLLABORATE

Huihui & Honohono

Come Together & Connect

Ka whakakotahi tātou i a tātou, kia hono ai wō tātou rourou, e ora ai te iwi.

We are curious, connected and inclusive of all.

Mahi tahi

Work as one

Whakakotahi

Be inclusive

Whakawātea

Create safe spaces

Kia tupu te pā harakeke

Grow relationships and networks

Whāia tā te rōpū e whai ana

Facilitate shared goals



NAVIGATE

Mārama & Ahunga

Understanding & Direction

Ka arahi tātou i a tātou, kia mārama ai ki ngā āhuatanga hai arotau mā tātou, e ahu whakamua ai tātou.

We are clear on our purpose, adaptable and navigate the way forward.

Kia Mārama

Create clarity of purpose

Aro whānui

Scan the horizon

Āta whai

Zoom out and in

Kia āhua rerekē

Be adaptable

Kia whai whakaaro ki te ao tōrangapū

Have political perspective



BALANCE

Taurite & Tuinga

Balance & Impact

Ka whakarite tātou i a tātou, kia taurite ai ngā mahi, mo te tuinga nui tonu.

We balance what we do, how we do it and when we do it for maximum impact.

Whāia ngā hua

Focus on outcomes

Āta whakariterite

Plan and organise

Āta whakaraupapa, ka whai rauemi

Prioritise and resource

Āta whakatau

Make decisions

Mo te tuinga nui tonu

Deliver for success