



THE WEST COAST REGIONAL COUNCIL

POSITION DESCRIPTION

Job Title:	Senior Hydrological Technician
Purpose of Position:	Responsibility for the efficient and effective collection and processing of hydrological and other environmental information associated with the management of surface water resources in the West Coast Region.
Reports To :	Hydrology Team Leader
Group:	Planning, Science and Innovation
Staff Reports:	Nil
Date Updated	March 2017

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<p>Close liaison with Resource Science team and Planning, Science and Innovation Manager</p> <p>All other council staff including the CEO, Group Managers and Team Leaders.</p>	<p>National Institute of Water and Atmosphere, external contractors, resource users, rate payers and the general public.</p>

KEY RESPONSIBILITIES	KEY OUTCOMES
<p>Field Work and Equipment Maintenance</p> <p>Maintain regular data collection programmes for hydrology, groundwater, and meteorological data.</p> <p>Install and maintain field monitoring equipment and site infrastructure.</p> <p>Carry out instrumentation calibrations, testing of new instruments, and fault analysis.</p> <p>Undertake regular flow gaugings\flow ratings for recording sites.</p> <p>Along with Hydrology Team Leader supervise and train junior staff in technical hydrology practices.</p> <p>Assist with specific investigations (i.e. impact monitoring and low flow gauging).</p>	<p>Data is collected within acceptable timeframe.</p> <p>All hydrology sites and equipment are maintained to a high standard.</p> <p>Initiative is used to achieve a high and efficient level of operation.</p> <p>Tasks are fully completed within required timeframes.</p> <p>Difficult and novel problems are solved through use of initiative.</p> <p>Equipment and time is managed effectively to ensure smooth running of team activities.</p>

KEY RESPONSIBILITIES**KEY OUTCOMES****Analysis and Reporting**

Data transfer and manipulation. Maintain quality assurance and auditing of information on Environmental Science databases.

Respond to internal and external data requests as required.

Maintain flow ratings

Assistance with preparation of technical reports where appropriate.

Maintain data archive and ensure all data processing/entry and database management meets Council's quality assurance standards.

Data requests are carried out efficiently and effectively and made available to internal/external users as required.

Flood Warning Duties

Assist with the running of the council flood warning system.

Maintain Flood Action Plan.

Be available to be rostered on and respond to flood warning alerts

Follow the flood action plans set out in the WCRC flood manual

Competent with telemetry system. (Hydrotel etc.)

Liaise with stakeholders and maintain an up to date Flood action plan for region.

General Requirements

Under the Health and Safety at Work Act (HSWA 2015) you must take all practical steps to ensure your own safety while at work and that no action, or inaction, by you causes harm to any other person while at work.

To meet the council's statutory responsibilities for civil defense and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of West Coast Regional Council's response to flood events, environmental incidents, and emergency response.

To demonstrate positive and professional conduct at all times, promoting and upholding the good name of the council in the community.

To undertake any other relevant duties and additional responsibilities as requested by your manager.

Periodically work outside of normal hours and to stay overnight away from home.

Person Specifications**Qualifications & Experience**

Tertiary training in environmental science, hydrology, physical geography or related field is desirable, where an appropriate level of knowledge and experience can be demonstrated; this will be considered in lieu of formal qualifications.

The West Coast Regional Council's Mission and our Core Values

Working with the people of the West Coast to sustainably manage the environment for the social, cultural and economic wellbeing of present and future generations

Skills & Attributes

- Knowledge and enthusiasm for environmental monitoring, hydrology and water quality.
- Sound computer literacy and data entry/processing ability (preferably working on databases)
- Excellent communication skills (verbal & written), and effective interpersonal skills.
- Full class 1 driver's license.
- Able to swim, and capable of working at heights and around helicopters.
- Accurate and thorough with attention to detail. Able to demonstrate initiative, having a methodical and common-sense approach to problem identification and resolution.
- Behaves in a co-operative and supportive manner within the team, actively contributing while remaining flexible to the needs of others.
- Adequate physical fitness and strength to lift heavy equipment and traverse rough terrain for short distances.
- Well organised with the ability to work effectively on tasks with minimal supervision.
- Ability to produce quality work under pressure.

A Culture of Service

Assisting people in a courteous, helpful, accurate and professional manner while providing people with a better service than they expect.

Recognising the social and cultural diversity that exists and take this into account in our dealings.

Serving our Community

Behaving with honesty, integrity and neutrality.

Administering our functions for the collective good of our community with consistency, fairness and sensitivity in our treatment of individual situations.

Not accepting direct or indirect offers, payment, gifts or bribes in any form and avoiding conflicts of interest.

Presentation, Respect and Care

Presenting for work in a fit state and in appropriate standard of dress.

Respecting and caring for Council property, vehicles and our workplace as if it were our own.

Recognising the need to protect the integrity and public image of the Council and our colleagues in our private lives as well.

Remembering that many of the people who are obliged to contribute to our funding have low incomes

Accountability and Results

Being collectively responsible for and loyal to the organisation's actions.

Being accountable for our own actions and quality of our work.

Not mistaking activity for accomplishment.

Person Specifications

Manager
(signature)

Date:

Employee
(signature)

Date: