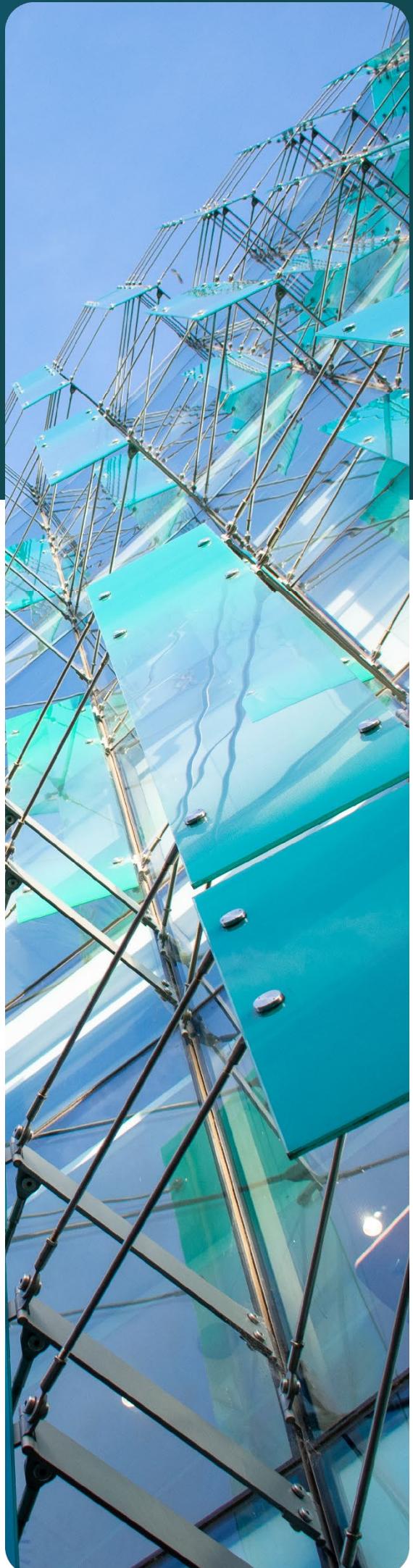


decipher

Invercargill City Council – Three Waters Design Engineer

Position Description and
Additional Information

February 2026



Position Description

Position Title:	Three Waters Design Engineer
Reports To:	Senior Three Waters Design Engineer
Responsible For:	N/A
Group and Team:	Infrastructure – Engineering Services
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To provide in-house engineering design capability including delivery of renewals projects with a primary focus on Three Waters infrastructure.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do (provided as a guide only)

Engineering Services

- Provide an in-house engineering design service that includes investigating, planning and designing intermediate level projects for three waters and minor roading infrastructure (typically up to \$4M project value).
- Work across all stages of a project, taking a high level responsibility but under the coaching and support of our senior engineers.
- Monitor project delivery in accordance with standard ICC procedures and policies, including scope, cost and time management and quality control/monitoring.
- Monitor project specific controls (risk, issue and change registers), ensuring these are aligned with reporting processes.
- Provide technical solutions, engineering and contract advice as required.
- Create and review tender documents, including evaluating tenders received, in a timely manner.
- Plan, programme, co-ordinate and write reports for specific projects.
- Determine client requirements, organise and manage site surveys and investigations, produce calculations, specifications and drawings to ensure that technical designs provide appropriate solutions.
- Ensure Health and Safety in Design is evident within the designs and is appropriately documented.
- Ensure solutions are developed for technical problems utilising good engineering practice, even when no guidance from standards are available; solutions will be researched, documented and backed by logical conclusions and calculations.
- Ensure project handover is completed with appropriate documentation, updates of asset registers and briefings as necessary.
- Monitor the delivery of renewals projects, ensuring they are completed on time and to budget.
- Ensure reports, tenders, contracts, and other engineering services documentation meet best practice standards and ICC's policies and requirements.
- Seek to identify and assist with the implementation of new techniques, practices and approaches.
- Investigate, action and resolve complaints by customers and other agencies.

Contract Management

- Administer the contract management process in accordance with ICC policies and procedures, Taumata Arowai, and Industry Standards, including cost estimating, tender and contract preparation, construction monitoring and commissioning.
- Coordinate the day-to-day running of project works, ensuring effective and timely, within budget, and outcomes that meet the contract specifications.
- Perform the role of Engineer's Representative for relevant NZ3910 contracts, with appropriate oversight.
- Monitor the quality of works being carried out is as per the contract document; ensure contractors work is compliant with ICC, NZ and Industry Standards and construction monitoring is undertaken in an accurate, fair and honest manner.
- Deal with enquiries promptly, in a customer friendly manner and where appropriate, members of the public are properly advised.
- Thoroughly investigate faults within the agreed time frames, accurately define faults and promptly auction responses, reporting this to the Engineer to Contract.
- Undertake site inspections, ensuring all observations are recorded and audit reports are produced, in an accurate and honest manner with results reported to all stakeholders.

- Verify and check contract claims within agreed timeframes and certify as being correct; investigate variations and report to the Engineer/Client along with recommendations on how such variations should be managed.
- Actively manage the contract relationship, including holding regular and productive contract meetings; ensure contract meetings are accurately minuted.
- Raise and resolve contractor performance issues with support from senior engineers as required.
- Set up complete and accurate contract files.
- Contribute to the preparation of monthly reports on contractor performance against the approved programme of work, including financial reporting of actual expenditure against budget and variations.
- Contribute to the preparation of cost schedules/estimates for contracts and budgets and manage expenditure to ensure a cost-effective outcome.

Risk Management & Health and Safety

- Actively work with contractors to implement robust risk management practices to prevent risks to health, safety and the environment; check contractors understanding of health and safety, providing guidance as necessary to ensure the safety of all personnel.
- Ensure regular contract audits and reviews are undertaken to monitor compliance, including health and safety audits.
- Ensure procedures, monitoring and contingency plans are in place to mitigate any risk of breach of any statutory authority.
- Monitor the completion of all health and safety records and documentation, including contractor health and safety documentation, to ensure compliance with health and safety goals and objectives.

Communication & Relationship Management

- Maintain a positive and productive relationship with key stakeholders including internal teams, contractors and consultants.
- Act as a point of contact between internal stakeholder and external teams and ensure communication is fluid, constructive and collaborative.
- Review the Project Execution Plan for projects in consultation with the client and other consultants.
- Supply timely and accurate reports to project specific Project Control Groups.
- Ensure commitment and buy-in to the project by all relevant parties by coordinating input, support, and communication with all stakeholders.
- Liaise continually with clients to ensure their expectations are being met and that any concerns are heard and addressed appropriately.
- Attend and actively engage in all necessary project related meetings.
- Consult and negotiate with contractors as required.
- Provide advice and information to the public including Iwi and community interest groups.
- Respond to detailed or technical customer service inquiries and requests in a timely manner.

***Note:** Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*

What You Will Bring

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Education and Qualifications

Essential:

A degree in Civil Engineering or a related field
NZ Full Driver's Licence

Desirable:

Traffic Controller or Site Traffic Management Supervisor qualification
Project management certificate (e.g. PMP) or equivalent
CPEng

Knowledge, Skills and Experience

Essential:

A minimum of 5 years professional experience in Civil Engineering, with design role experience in Three Waters projects
Demonstrated experience in the management of contractors
Project oriented work experience
Contract management experience utilising NZS3910 or equivalent
Good communication and relationship management skills
A positive team player with the ability to work autonomously
A customer service focus
Strong organisational and time management skills with the ability to work under pressure
Good written skills with the ability to write clear informative reports
Competent computer literacy in Excel, Word, Project and Outlook
Competence with AutoCAD 3D Civil or similar
Accurate estimating and budget preparation skills, with the ability to programme and undertake forward planning, and control expenditure to meet financial objectives
Competent knowledge of relevant AU/NZ standards specifically for design and installation of pressure and gravity pipes
Ability to prioritise and meet deadlines with minimal supervision and work outside of core hours from time to time as required

Desirable:

Experience with traffic safety management
Work experience within the New Zealand market and local government authorities.
Knowledge of Health and Safety and Quality Systems
Knowledge of relevant New Zealand local government legislation, bylaws, practices, and standards

Agreement

Employee

Name	Sign	Date
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Manager

Name	Sign	Date
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Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Wellbeing

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health and Safety policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.

Our process



OUTREACH AND ADVERTISING | Applications close 11 March 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



APPLICANT SCREENING | Late February – Mid March

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



SELECTING AND SHORTLISTING | Mid March

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



CANDIDATE INTERVIEWS | Mid March

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



VETTING AND DUE DILIGENCE | Late March

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



DECISION AND ONBOARDING | Late March

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

Three Waters Design Engineer

- Design and Delivery focus
- Work across the full project lifecycle
- Join a well-supported team environment

About the Organisation

Invercargill City Council is committed to delivering safe, reliable and future-focused infrastructure that supports the wellbeing of their community. Their Engineering Services team plays a key role in shaping the future of Invercargill's essential water networks – ensuring the city continues to thrive, grow and meet evolving regulatory and environmental expectations.

Based in one of New Zealand's most affordable and lifestyle-rich regions, this is an opportunity to build a meaningful engineering career while enjoying the benefits of living in beautiful Southland – with world-class outdoor recreation, short commutes, and a strong sense of community.

Are you looking for your next step, and wanting to grow professionally within a supportive and proactive team?

About the Opportunity

Reporting to a Senior Design Engineer, this intermediate level role provides in-house engineering design capability and supports the delivery of renewals and upgrade projects across the city's three waters infrastructure.

In this role, you'll work across all stages of projects – investigating, planning, designing, preparing tender documentation, supporting contract delivery, and ensuring quality outcomes. You'll be responsible for intermediate-level projects (typically up to \$4M) and will operate with a high level of ownership, while being supported and coached by senior Engineers.

You'll also contribute to contract administration under NZS3910, gain exposure to contractor relationships, support Health and Safety in design, and ensure projects are delivered on time, on budget, and to the standards expected of a high-performing local authority.

About You

You're a capable and motivated Civil Engineer with intermediate level Three Waters design experience, who thrives in a project-focused environment. You're confident liaising across multiple priorities, working collaboratively with internal teams and contractors, and delivering practical engineering solutions.

To be successful in this role, you'll bring:

- A degree in Civil Engineering (or related field)
- 2-5 years' experience in Civil Engineering, including Three Waters design

- Exposure to contractor and contract management (ideally using NZS3910)
- Strong report writing and communication skills, with a customer-focused mindset
- Competency using engineering tools such as AutoCAD Civil 3D (or similar)
- A full New Zealand Drivers' Licence
- A proactive attitude and the ability to work independently while contributing to a supportive team culture.

This is an excellent opportunity for someone who enjoys variety, challenge, and the chance to be involved in meaningful infrastructure work that directly benefits the community. If this sounds like a positive step for you, we would welcome your expression of interest.

How to apply

To discover more about Invercargill City Council, visit <https://www.icc.govt.nz/>

For a confidential discussion about the role; contact Lisa Edwards on 021 240 4410, or email lisa@deciphergroup.co.nz

Applications close: 11 March 2026.

Please do not email us your CV and Cover Letter.
Please use the *Apply Now* link on our website.



Lisa Edwards
Senior Business Partner
Decipher Group

Relationship focused
Evaluative
Interested
Driven

decipher

Our Diversity, Equity and Inclusion Statement

Decipher Group care deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future.

Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.

The logo for Decipher Group, featuring the word "decipher" in a bold, lowercase, sans-serif font. The letter "e" is stylized with a vertical bar extending downwards, and the letter "h" is stylized with a vertical bar extending upwards, creating a visual representation of a key or cipher.

PO Box 239, Christchurch 8140
Level 4, 151 Cambridge Terrace

deciphergroup.co.nz
admin@deciphergroup.co.nz
021 245 2224