

POSITION DESCRIPTION

ROADING ENGINEER

DETAILS	
Location	Masterton
Business unit	Assets and Operations - Roading Services
Reporting to	Roading Services Manager
Directs reports	Litter Control Officer for Urban Roading Engineer N/A for Rural Roading Engineer and Roading Project Engineer
Delegated responsibility	As per the delegations register
Salary range	\$80,000 to \$90,000 per annum, dependant on experience

OUR COUNCIL

Working at Masterton District Council means being part of a motivated, professional and customer-focused team in one of New Zealand's most beautiful districts. Our people play an integral role in delivering services for our community. We are focused on both 'what' we need to achieve, and 'how' we achieve our goals. Our values help us build a workplace culture that is challenging but fun, because enjoying work is important!

We want to be the best provincial Council in New Zealand.

Key to this:

- We are an employer of choice in the Wellington Region
- Our staff recommend us to their family and friends

OUR VISION

Masterton/Whakaoriori: Providing the best of rural provincial living.

OUR VALUES

A	Accountability
C	Creativity
T	Teamwork
I	Integrity
O	Open communication
N	No excuses
S	Service

TE TIRITI O WAITANGI

We are committed to the principles of Te Tiriti o Waitangi / Treaty of Waitangi: partnership, participation and pro-active protection. We recognise Tikanga Māori values in the workplace and community and know we can do more.

MY TEAM

The Roding Services team is focused on developing and delivering a proactive programme of work that ensures the maintenance of the districts roading infrastructure and improves the safety and resilience of the roading network to support Council's Community Outcomes.

MY ROLE

The Roding Engineer role will provide professional high-quality services for roading and associated infrastructure in the district that supports Council's Community outcomes. The role is focused on working within a team of Roding Engineers to develop and deliver a proactive programme of work. This work will ensure the maintenance of the district's roading infrastructure and improve the safety and resilience of the roading network.

MY KEY RESULT AREAS

Assist Team to Develop and Implement Programme of Work

A high-quality programme of work is developed to manage and ensure improvements to the districts roading services network, including associated infrastructure.

Work programme is informed by inspections, stakeholder feedback, and identified external requirements, to ensure value and safety is achieved for users.

Work programme is managed appropriately so that work is completed within specification, budget and agreed timeframes.

Regular review and monitoring of work programme ensures effectiveness and value is achieved for residents and the community, including improving roading network safety and resilience.

Internal control systems are maintained so that best practice standards are achieved.

Work programme and completed work is reviewed regularly so that accurate reporting is provided to Council on expenditure, and cost efficiency is achieved for projects.

Manage Roding Projects

Project documentation is prepared in line with best practice, Council and legislative requirements.

Procurement (including tendering) processes are followed, including letting and evaluation of tenders, in line with the Council's and NZTA procurement policies and administration of contract documentation as appropriate.

Projects are managed effectively to provide value for the community, including processing claims, managing disputes, and acting as engineer's representative for Council.

Regular monitoring of work is undertaken to ensure work is delivered within scope, budget, and on time so that value is achieved for the community.

Processes are in place to ensure work is carried out in an appropriate manner, and with due regard for the health and safety of colleagues, contractors, and the public.

Technical Assistance and Advice

Technically accurate advice is provided to Council that ensures the provision of a high-quality roading service.

Engineering advice is provided to colleagues that supports the delivery of services to the community, for example, review of resource consent applications, checking plans for

	sub- divisions, on-site inspections for events and activities, roading and engineering advice to other Council teams for both facilities and projects.
	Liaison with contractors and service providers to ensure the quality of work delivered provides value for the community.
	Excellent service is provided to residents and customers in response to queries and/or complaints relating to roading services, and within agreed timeframes.
	Input, analyse, summarise and report back on the public consultation submissions/engagement activities.
	Own knowledge and best practice trends in the technical area is kept up to date so that a quality service is provided to Council and the community.
Transport Strategy Development	Support is provided to ensure Council's roading strategy and work programme are conducive to making the district an 'easy place to move around', and with due regard for the improved safety of users.
	Assistance is provided to help identify, prioritise and plan potential future roading programmes and work that have regard for an integrated transport strategy.
	Reports are prepared accurately and within agreed timeframes to inform the Council's future roading, and broader transport strategy decisions.
	Project evaluations are carried out in accordance with agreed standards.
	Liaison with other local authorities and central government stakeholders helps support current and future roading, and broader transport needs.

MY HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety, Risk and Wellbeing	Ensures own and others safety at all times.
	Complies with policies, procedures and safe systems of work.
	Reports all incidents/accidents, including near misses, in a timely fashion.
	Actively participates in the hazard management and identification process.
	Escalates risk as per the Risk Management Policy.

MY OTHER RESPONSIBILITIES

Policies and Procedures	Ensure that all records are maintained accurately and in accordance with legislation and Masterton District Council policy.
	Provide appropriate information in accordance with the Privacy Act, other relevant legislation and Masterton District Council policy.
Other Duties	Roading services as described may be provided to other territorial authorities via Council's roading agreements.
	Participate in, and lead, projects as required by the Roding Services Manager.
	Any other relevant tasks may be undertaken as required by the Roding Services Manager.

MY KEY RELATIONSHIPS

Internal	Roding Services Team
	Asset Management Advisor
	Corridor Access & Assets Coordinator
	Manager Assets & Operations
	Utility Services Team
	Planning & Building Team
	Community Facilities and Activities Team
	Finance Team
	Environmental Services Team
External	Council customers and residents
	Contractors
	NZTA
	Other Wairarapa District Councils
	Greater Wellington Regional Council
	Wairarapa Road Safety Council
	Police
	Community advisory groups
	Utility providers, e.g. power, telecommunications, survey companies

TECHNICAL KNOWLEDGE AND ATTRIBUTES

Qualifications, Skills and Experience

A relevant tertiary civil engineering qualification is required and broad experience or knowledge in the provision of roading services is desirable.

A NZQA certified procurement qualification is desirable.

Proven experience in developing and implementing a work programme in roading or a relevant discipline.

Contractor management skills and experience, including being Engineer's Representative

Knowledge of relevant roading, engineering, NZTA and local government legislation, policies and processes.

Computer literate, including intermediate knowledge of Microsoft Office applications, particularly Word, Excel and RAMM system.

Hold full driver's licence.

Key Job Competencies

Have the ability to effectively manage own workload to meet deadlines.

Be flexible to adjust work to manage conflicting priorities and ensure delivery of services.

Be able to build and maintain effective relationships, to provide quality service to colleagues and the community including appropriate industry sector stakeholders.

Have strong project management skills.

Have strong report-writing skills.

Be skilled in interpreting and analysing technical data and contract documentation.

An initial review of performance will be conducted after three months, with an annual performance development planning session annually thereafter. This is in the context of regular discussions and a 'no surprises' annual review.

APPENDIX: SUPPLEMENTARY INFORMATION

A Roding Engineer may work across one, or more, of the following specialised areas:

Urban Roding

The job holder's work is focused on the urban roding network and includes responsibility for the contracts for related infrastructure, for example, street lighting and footpaths.

Additionally, the job holder has responsibility for urban roding design to ensure it meets relevant standards which includes reviewing subdivision proposals and for liaising with, and informing the public as a stakeholder, of, matters relating to the urban roding network.

The job holder has responsibility for the Litter Control Officer, providing supportive leadership and managing their outputs and performance, in line with Council's people management expectations.

Specialist knowledge or experience in urban roding services and infrastructure is a requirement for the job holder.

Rural Roding

The job holder's work is focused on the rural roding network and includes management of work specific to the rural environment, for example, liaising with heavy haulage companies, issuing overweight permits and rural traffic management plans, ensuring the serviceability of bridges and other associated structures.

Additionally, the job holder will represent Council at relevant committees and groups associated with the rural roding network, for example, land and river management schemes, and liaise with and inform as stakeholders, the rural sector for matters relating to the rural roding network.

Specialist knowledge or experience in rural roding services is a requirement for the job holder.

Roding Projects

The job holder's work is focused on procuring and managing roding projects and includes the management of externally sourced work, for example, liaising and coordinating with external consulting resources, assessing tenders and contracts. Additionally, the job holder has responsibility for providing input to asset management plans and assisting with the preparation of the district roding programme.

Specialist knowledge or experience in roding project management is a requirement for the job holder, including a strong understanding of the NZTA procurement procedures and requirements.

POSITION DESCRIPTION AGREEMENT

My name	
My signature	
Date	

POSITION DESCRIPTION VERSION CONTROL

Author	Version	Comments	Date
People & Capability Manager	1.0		17 December 2019

ATTACHMENT A

Organisation Structure

