



**Title: Rooding Engineer**

**Reports to: Works and Services Manager**

**Direct Reports: 0**

**Location: 96 West End, Kaikoura**

**Position Purpose:**

- To be responsible for the delivery of transport services to the community.
- To manage, maintain and develop Council’s rooding, parking, cycling and footpath assets and networks to provide affordable and appropriate services to the community.
- To provide advice and planning for Council owned and managed transport facilities.
- To ensure that transport assets repaired and rebuilt through the rebuild process are appropriate for the future needs of the District.
- To provide support and advice to other Council teams requiring input about Council transport assets.
- To be a pro-active member of the Works and Services Team.

**Areas of Responsibility:**

These tasks are not recorded in order of importance. Key deliverables / expected results will be agreed with the Chief Executive Officer from time to time as determined by the Chief Executive Officer.

<p>Asset and Network Planning</p>	<ul style="list-style-type: none"> <li>• Develop and maintain the Council’s Transport Asset Management data to effectively support long term planning</li> <li>• Manage the Council’s RAMM database to ensure currency and accuracy of all data.</li> <li>• Identify data gaps and needs.</li> <li>• Plan and manage the capture of essential transport performance, cost and condition data.</li> <li>• Manage the use of RAMM data to undertake predictive analysis to support transport programme planning.</li> <li>• Develop, review and maintain Transport Activity and Asset Management Plans.</li> <li>• Contribute to the 30 Year Infrastructure Strategy ensuring that it is coordinated with all other relevant Council transport plans &amp; strategies.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Plan for the transport needs to inform Council's long term planning process.</li> <li>• Prepare and submit forecasts, estimates and programmes to NZTA.</li> <li>• Make presentations to Council and to government agencies on technical concepts and plans.</li> </ul>
Service Delivery	<ul style="list-style-type: none"> <li>• Manage the operation and maintenance of Council's transport assets and networks.</li> <li>• Develop, procure and manage transport maintenance, operations and construction contracts.</li> <li>• Monitor and review customer services data to enable enhancement of service delivery.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Prepare monthly and annual reports to the Works and Services Manager on transport activities and performance.</li> <li>• Prepare and submit all reporting required by NZTA on the transport programme and assets.</li> </ul>
Policy and Process	<ul style="list-style-type: none"> <li>• Support the Works and Services Manager in the review and update of existing Transport bylaws, policy, strategy and management plans.</li> <li>• Support the Works and Services Manager to review, update and develop processes to manage Council's transport infrastructure.</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Ensure contractor compliance with Health and Safety legislation and striving for continuous improvement in health and safety.</li> <li>• Monitor and audit contractor performance in the maintenance of a safe work environment.</li> <li>• Support the implementation of KDC health &amp; safety systems</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Plan and manage annual Transport budgets.</li> <li>• Plan, apply for and secure third party transport funding including NZTA.</li> <li>• Monitor, forecast and report on assigned budgets for each activity, including third party funder requirements.</li> <li>• Accountable and responsible for managing an overall budget of circa: \$2m – Annual BAU</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>• Delegated authority as per Delegations Manual and Procurement Policy.</li> </ul>

**Key Relationships:**

## Internal

- Elected Members
- CEO Leadership Team
- Works and Services Manager
- Council Staff

## External

- Public
- Community Organisations
- Developers
- Contactors
- NZTA
- ECan
- Other Councils
- Professional bodies

**Person Specification:**

<b>Skills &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Tertiary qualification in engineering.		✓
A minimum of three years' experience with primary responsibility for the planning and delivery of transport services to communities.	✓	
Proven record of delivering and maintaining asset management systems and processes particularly the RAMM system.	✓	
Proven record of planning for future needs of infrastructure and facilities.	✓	
Good written and verbal communication skills including the ability to prepare accurate and comprehensive reports, strategies, plans, programmes and contract documents.	✓	
Proven financial experience with management of allocated budgets.	✓	
Experience of working collaboratively with third party delivery and funding organisations and agencies		✓
Experience in contract development, procurement and management.		✓
Advanced knowledge of MS Office suite		✓

**Required Competencies:**

Deciding and Initiating Action	<ul style="list-style-type: none"><li>• Takes responsibility for actions, projects and people</li><li>• Takes initiative and works under own direction</li><li>• Initiates and generates activity and identifies potential changes to work processes</li><li>• Makes quick, clear decisions which may include considered risks.</li></ul>
Working with People	<ul style="list-style-type: none"><li>• Shows respect for the views and contributions of other team members</li><li>• Shows empathy; listens, supports and cares for others</li><li>• Consults others and shares information and expertise with them</li></ul>
Presenting and Communicating Information	<ul style="list-style-type: none"><li>• Speaks fluently and expresses opinions, information and key points of an argument clearly</li><li>• Makes presentations with skill and confidence</li><li>• Responds to the needs of an audience and to their reactions and feedback</li></ul>
Writing and Reporting	<ul style="list-style-type: none"><li>• Writes convincingly, clearly, succinctly and correctly</li><li>• Avoids the unnecessary use of jargon or complicated language</li><li>• Structures information to meet the needs and understanding of the intended audience</li></ul>
Applying Expertise and Technology	<ul style="list-style-type: none"><li>• Applies specialist and detailed technical expertise</li><li>• Uses technology to achieve work objectives</li><li>• Develops job knowledge and expertise (theoretical and practical) through continual professional development</li></ul>
Planning and Organising	<ul style="list-style-type: none"><li>• Plans activities and projects well in advance and takes account of possible changing circumstances</li><li>• Identifies and organises resources needed to accomplish tasks</li><li>• Manages time effectively</li><li>• Monitors performance against deadlines and milestones.</li></ul>
Delivering Results and Meeting Customer Expectations	<ul style="list-style-type: none"><li>• Focuses on customer needs and satisfaction</li><li>• Sets high standards for quality and quantity</li><li>• Monitors and maintains quality and productivity</li><li>• Consistently achieves project goals.</li></ul>
Adapting and Responding to Change	<ul style="list-style-type: none"><li>• Adapts to changing circumstances</li><li>• Accepts new ideas and change initiatives</li><li>• Adapts interpersonal style to suit different people or situations</li><li>• Shows an interest in new experiences.</li></ul>

**General:**

As an employee of the Council you are required to;

- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Be associated, as required, with any Emergency Event response or exercise that might be organised in relation to the Council function, including the performance of a senior management role.
- Respond to the changing needs of Council, performing other duties tasked as reasonably required.
- To ensure that Tikanga Maori and the Treaty of Waitangi is given proper consideration in all activities.

**SCHEDULE 3: EMPLOYMENT RELATIONSHIP PROBLEMS**

If the Employee has an employment relationship problem the Employee should advise the Employer of it. The parties will discuss and attempt to resolve the problem in the first instance.

If the problem cannot be resolved between the parties directly, then either party may refer the problem to the Ministry of Business, Innovation and Employment for mediation. Where the problem is not resolved through mediation, the Employment Relations Authority may be asked to determine the problem.

If the problem is in the nature of a personal grievance, then the Employee must raise the grievance with the Employer within 90 days beginning with the date of the alleged action giving rise to the grievance, or coming to the notice of the Employee, whichever is the later.

If the Employee is outside the 90 day period and the Employer does not consent to waive the time limit, the Employee can apply to the Employment Relations Authority for leave to pursue the grievance on the grounds that the Employee's delay in raising the grievance was caused by exceptional circumstances.