



## Position Description – Contract Supervisor - Transportation

**This position reports to:** Road Maintenance Engineer **Career Level:** 14

### Position purpose:

As a member of the Transportation Team the Contract Supervisor will be responsible and accountable for the on-site supervision of works and maintenance contracts undertaken in the Selwyn District and the investigation and resolutions of customers and Council concerns and service requests. The Contract Supervisor will ensure that service delivery requirements are met in accordance with the Service Level Agreement (SLA) as agreed with the Transportation Delivery Manager.

### The key areas of responsibility include;

- Actively contributing to the effective and efficient operation of all aspects of the Engineering Designs Services activities.
- Recommending maintenance and improvement works on roads, footpaths and all relative transportation assets in the District.
- Providing input into the development of maintenance and construction work programmes
- Undertaking engineering and surveying work as required.
- Post construction inspections and joint measures to ensure that contracts are completed to design, within agreed financial limits and all contract terms are met.
- Inspecting the transportation network assets and generating work instructions for delivery of identified maintenance works
- Investigating and making recommendations on contract variations, cost and time over runs
- Supervising the delivery of the road maintenance works programme in all areas including sealed and unsealed roads, stormwater, bridge maintenance, river control and vegetation control, footpath and kerb and channel maintenance and signage.
- Supervision of the delivery of works projects including seal extensions, kerb and channel works, seal widening, new bridges, intersection improvements and other capital improvements.
- Supervision and auditing of stock underpass construction under Council roads.
- Responding to customer requests and ensuring that Service Requests are actioned and completed in the designated timeframe.
- Assist Road Safety Team with traffic monitoring devices.
- Asset data and information collection.

**Direct reports:** Nil

**Indirect reports:** Nil

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## Deliverables

### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

### Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

### People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

### Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

### Emergency Management requirements for all Council Staff

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.  
Required assistance may include:
  - Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
  - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
  - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Appropriate technical skills in the maintenance of transportation assets</li> <li>• At least 3 years experience working with transportation assets</li> <li>• Contract management knowledge and project management skills with ability to manage finances and workloads</li> <li>• Experience working effectively to meet clients needs</li> <li>• Proven track record in working with staff and external contractor/consultant resources to produce desired outcomes</li> <li>• Excellent customer/client management skills, patient and flexible</li> <li>• Proven written and verbal communication</li> <li>• Ability to plan and organise work effectively and to work systematically to meet commitments</li> <li>• Ability to make effective and timely decisions</li> <li>• Excellent root cause analysis and problem solving skills</li> <li>• Good working knowledge in Microsoft digital platforms and applications</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Committed to excellence in work quality</li> <li>• Communicate and relate well to a wide range of people with adaptive interpersonal skills</li> <li>• Warm and friendly cheerful, willing attitude with good self-confidence with proven ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of asset data systems including RAMM</li> <li>• Familiarity with Council procedures/protocol</li> <li>• Understanding of relevant legislation and standards</li> <li>• Health &amp; Safety obligations and associated workplace practices</li> <li>• Knowledge of procurement methods</li> <li>• At least 5 years' experience working with some or all of the relevant infrastructure asset areas including transportation, utilities, waste, open space or property assets in a local government environment. .</li> </ul>

## Key relationships

External	Internal	Committees/groups
Council customers Selwyn residents External contractors Territorial and Regional Authorities Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC) Non-government agencies	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Elected Community Board Members	Committees of Council Business organisations and networks Special interest groups and committees

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

### Essential

- NCEA Level 3
- Full current unencumbered driver's licence.

### Desirable

- Relevant qualification in roading or contract management/supervision

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.

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