



Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District.

About our Organisation

Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

Living our Values

Our values are not voluntary suggestions; they are non-negotiable behaviours. Every STDC employee is expected to endorse and support the Council's strategy, goals and values and actively work to achieve them. This means behaving with a high level of professionalism and integrity by exhibiting courtesy and impartiality towards colleagues and the community.

Values and Common Purpose



MAKING OUR *communities* **BETTER**

About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,000 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



What this job involves

Nature and Scope

The purpose of the position is to effectively and efficiently maintain the District's Roding, Streetlight and Footpath networks and assets by managing contracts and ensure that customer service enquiries relating to the provision of these services are dealt with in accordance with Council Policy. This position will also carry out specific projects and works as required by the Roding Team Leader and assist in organising, planning and implementing strategy.

This is a busy role and if you want plenty of variety, this role has it from managing road maintenance and related contracts to, managing and overseeing contractors, undertake network inspections, liaise with contractors, manage the documentation related to contract management and review and evaluate to ensure any work undertaken is appropriate and constructed in accordance with established NZTA standards and other relevant documentation such as NZS 4404, the wider Roding strategy, STDC District Plan, policies and procedures. You will also ensure contractors and consultants meet all health and safety requirements as set out in the Health and Safety at Work Act and Council's policies, provide the Roding Team Leader with actual and forecast monthly spend on all contracts managed and write contracts for maintenance works to be released for tender and undertake Tender Evaluations and Recommendations.

Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

The Position

This is a permanent full-time 40 hour per week position based in Hawera and will report to the Roding Team Leader.

Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position is **16**. The salary range for this position is between **FTE \$92,790 and FTE \$103,100** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

Hours of Work

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

Relocation Expenses (Permanent Positions Only)

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

Applications

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, www.souhtaranaki.com under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

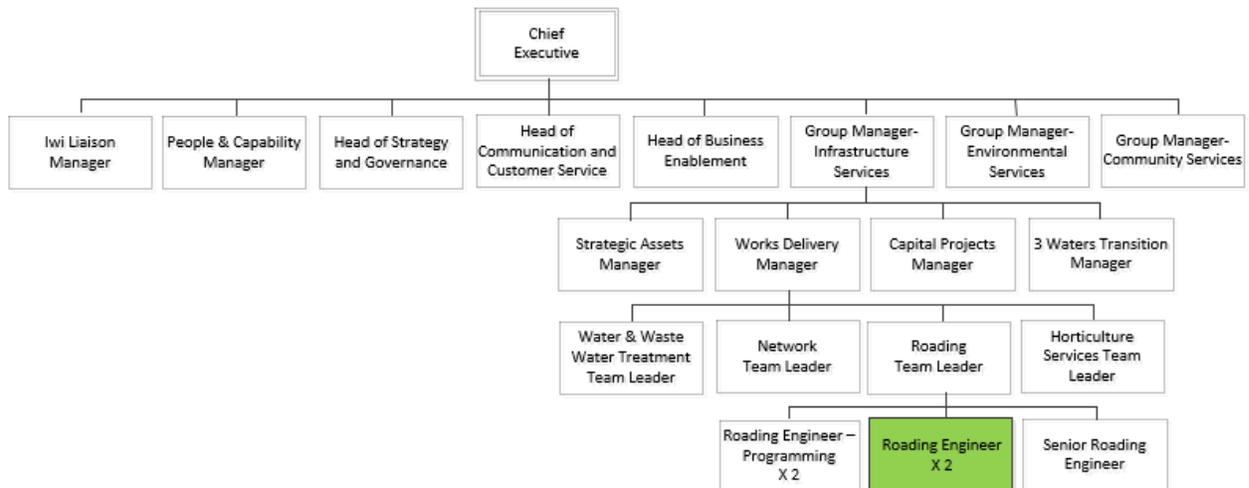
You will find the job description for the position and Council's Vision and Values on the next few pages.

PEOPLE & CAPABILITY TEAM

Position Description

Position Details			
Title:	Roothing Engineer		
Unit:	Roothing	Group:	Community & Infrastructure Services
Position Reports to:	Roothing Team Leader		
Salary Grade:	16	Hours of Work:	40
Special Conditions:	Nil		
Staff Management:	Nil	Budget Responsibility:	\$25,000
Position Occupant:	Mohit Hooda		
Date Created:	March 2019	Date Last Reviewed:	November 2024

Position Objective
The purpose of the position is to maintain the District’s Roothing, Streetlight and Footpath networks and assets by managing the maintenance contracts and ensure that customer service enquiries relating to the provision of these services are dealt with in accordance with Council Policy. This position will also carry out specific projects and works as required by the Roothing Team Leader and assist in organising, planning and implementing strategy.



Key Duties and Functions

Operations

- Effectively manage Rooding contracts including road maintenance, streetlight maintenance, pavement marking and street cleaning contracts and ensure they are managed to a high standard in accordance with best work practices and to meet all contractual requirements.
- Review and evaluate that any work undertaken is appropriate and constructed in accordance with established NZTA standards and other relevant documentation such as NZS 4404, the wider Rooding strategy, STDC District Plan, policies and procedures.
- Liaise with Professional Service Providers and Contractors on requirements to deliver best value outcomes by whole of life practises.
- Ensure communications with parties affected by works are effectively planned and managed.
- Ensure contractors and consultants meet all health and safety requirements as set out in the Health and Safety at Work Act and Council's policies.
- Resource consents are applied for as required and conditions are correctly imposed.
- Assist the Rooding Supervisor with actual and forecast monthly spend on all contracts managed.
- Assist the Rooding Technical Officer with processing, approval and auditing of traffic management plans.
- Write contracts for maintenance works to be released via Tenderlink and undertake Tender Evaluations and Recommendations.
- Assist with maintaining the RAMM database.
- Ensure Customer Request Management items (CRMs) are managed and responded to within the allocated timeframes.
- Respond to all internal and external enquiries and provide expert advice within Council deadlines.
- Assess and process various rooding related applications i.e. stock crossings, no spray zones, overhanging vegetation, rural rapid numbering and stock underpasses.
- Support the development of robust and efficient forward works programmes and annual programmes.
- Make recommendations on developing, implementing and improving processes for own workload, promap these and assist other staff within the Rooding team to do the same.

Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).

Information Management

All staff are responsible for:

- Complying with the Council's documented records management policy, processes, procedures and guidelines.
- Using the Council's approved information repositories to create or capture records.
- Learning how to file and find records in the Council's approved information repositories.
- Ensuring no records are destroyed or removed without approval from Information Management.

Civil Defence

- Attend Emergency Management training at Foundation level.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

Other

- Other duties as directed, within the skills and capabilities of the employee.

Attributes and Capabilities

Analytical/Research Skills

- The ability to approach a complex task or problem by breaking it down into its component parts and considering each part in detail.

Attention to Detail

- Notices discrepancies and inconsistencies in available information.

Communication Skills

- Expresses ideas clearly and concisely.

Computer Literacy

- Computer- literate with software proficiency covering a variety of applications particularly the RAMM suite.

Customer Service

- Actively promotes and demonstrates Council’s Customer Service Standards.
- Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it an easy and positive experience for the customer

Decision Making Skills

- Is willing to make decisions in difficult or ambiguous situations, when time is critical.

Negotiation/Conflict Resolution

- Utilises appropriate interpersonal styles and methods to gain agreement or acceptance of an idea, plan, activity or service

Personal Efficiency and Organisation

- Plans ahead, managing time well and is on time.
- Develops self and continuously learns and upskills
- Can prioritise under pressure when situations arise

Problem Identification and Solution Skills

- Identifies and defines problems by gathering relevant information and developing practical alternative solutions

Project Management

- Manages project stages including – Initiation; planning and development; production or execution; monitoring, controlling and reporting.

Relationship Building

- Establishes a productive, cooperative and inclusive environment with others

Teamwork - “Spirit of Oneness”

- Works with and helps others to accomplish objectives

Working Independently

- The ability to work independently, with minimal supervision.

Knowledge, Experience, Qualifications & Skills**Essential**

- Diploma in Civil Engineering or Roding.
- Experience in road maintenance, construction, or sealing contract management.
- Understanding of and commitment to asset management processes and procedures.
- Experience in project planning on all aspects of roading.
- Advanced skills in project planning systems.
- Working knowledge of Roding design standards and industry practice.
- Full, clean NZ Driver’s license.

Desirable

- STMS qualification.
- Relevant experience in local government.
- Experience in Asset Management.
- Project Management qualification.