

# JOB DESCRIPTION

<b>Position:</b>	Senior Roothing Engineer	<b>Department:</b>	Assets
<b>Reports to:</b>	Roothing Manager	<b>Date:</b>	November 2024
<b>Purpose of position</b> <p>To provide engineering services primarily for roading professional services business unit. [Roading covers roads, streetlighting, footpaths, kerb and channel, bridges, signs]. From time to time other departments may require services. This role is also responsible for mentoring and overseeing the activities of the Roothing Engineer.</p>			
<b>Key Accountability Areas</b> <ol style="list-style-type: none"><li>1. Contract Procurement and Management</li><li>2. Road Network Maintenance Contract</li><li>3. Asset Data Management</li><li>4. Team Management</li><li>5. Customer Response Management</li><li>6. Compliance of Roothing policy</li><li>7. Design Services</li><li>8. Traffic Management Plan approvals and Auditing</li><li>9. Health and Safety</li><li>10. Civil Defense</li><li>11. Other duties</li></ol>			
<b>Accountabilities</b>			
<b>1. Contract Procurement and Management</b> <p><i>Effective management of contracts.</i></p> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"><li>• Contract documentation for roading projects is prepared, tendered, evaluated and awarded in line with Council's procurement policy</li><li>• Manage delivery of physical works programmes – design, construction and liaison with consultants as required.</li><li>• Report on contractor's performance.</li><li>• Effective project management and resource planning, e.g. Resource Consents, to ensure projects are delivered on time and within budget</li><li>• Prepare Net Present Value calculations for pavement strengthening projects</li></ul> <p><b>Performance Indicators</b></p> <ul style="list-style-type: none"><li>• Successful implementation of contracts on time and within budget</li><li>• Procurement complies with Council's procurement plans and those of Waka Kotahi NZTA</li><li>• Compliance with applicable codes, practices, and policies.</li><li>• Monthly status reports to Senior Roothing Engineer.</li><li>• Resource Consent applications to the Regional Council are undertaken in a timely manner</li></ul>			
<b>2. Road Network Maintenance Contract</b> <p><i>Provide support to the management of Road Network Maintenance Contracts.</i></p> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"><li>• Provide assistance to the Roothing Manager in relation to Network Maintenance Contracts, including claims processing and programme approval.</li></ul>			

- Participate in monthly contract meetings.
- Oversee the physical works undertaken by the maintenance contractor.

#### **Performance Indicators**

- Rooding Manager is well-supported in the management of Road Network Maintenance Contracts
- Rooding Manager is kept informed of any contractual issues that may arise

### **3. Asset Data Management**

*Contribute to the effective management of Rooding assets.*

#### **Key Outcomes**

- Ensure RAMM asset database is accurate asset information
- Assist the Rooding Manager with development of the Rooding Activity Management Plan (RAMP) and Long Term Plan (LTP) programmes and project identification
- Provide data and information for reporting as required
- Coordinate the three-yearly revaluation of the rooding assets
- Ensure the development and management of renewal and capital expenditure budgets and performance measures.

#### **Performance Indicators**

- RAMM Asset database contains accurate, reliable and complete information
- Activity Management Plan contains accurate information
- Asset data is collected and analysed as required
- Rooding Manager is well-supported in programme and project identification
- RAMM is used for the development of forward works programmes such as reseals and pavement rehabilitation projects
- Theoretical pavement replacement profile is developed

### **4. Team Leadership**

*Lead staff and ensure an effective and efficient service to all customers and key stakeholders (internal and external).*

#### **Key Outcomes**

- Day to day leadership of direct reports.
- Establish performance/goals, coach performance, provide training and facilitate the development of others knowledge and skills.
- Foster team work.

#### **Performance Indicators**

- Feedback from staff.
- Availability of fully trained staff

### **5. Customer Response Management**

*Interaction with community over projects or general rooding enquiries.*

#### **Key Outcomes**

- Enquiries and complaints are dealt with appropriately.
- Information and assistance is provided to the public on the rooding network.
- Prepare reports for street events which require road closures

#### **Performance Indicators**

- Road closures for street events are effectively communicated and managed
- Good public image is maintained
- Customer responses are within the agreed timeframes and SDC's Customer Services Charter

### **6. Compliance with Rooding Policy**

*Assistance is provided to the Rooding Manager with administration and compliance matters.*

#### **Key Outcomes**

- Assessment is provided of transportation effects of various consent applications.
- Administer Council Policies in relation to the Rooding Activity

#### **Performance Indicators**

- Accurate and timely engineering assessments of consent applications
- Liaison with Council's Planner for assessment of building and resource consents and signoff of all necessary certifications (i.e. section 224c signoff).

## **7. Design Services**

*Ensuring preparation of plans is completed to the required standard.*

### **Key Outcomes**

- Manage the engagement of external consultants
- Approved plans/designs submitted to Council
- Ensure that Council Plans, District Plan and drawings are updated.
- Review contract documents and amend as required

### **Performance Indicators**

- Engagement with External consultants is undertaken in accordance with Council's Procurement Policy.
- Council Plans and drawings are kept up to date
- Consultants performance is monitored and reported to Roading Asset Manager as required

## **8. Traffic Management Plan Approvals and Auditing**

*Oversee the approval of Traffic Management Plans submitted for work activities undertaken within the road reserve and other associated activities.*

### **Key Outcomes**

- Ensure the approval of traffic management plans (TMP) in RAMM (Submitica).
- Oversee Services Co-ordination meetings.
- Undertake on-site audits to ensure the approved TMP is in place.
- Ensure reinstatement of excavations are in accordance with New Zealand Utilities Advisory Group (NZUAG) guidelines and specifications.

### **Performance Indicators**

- TMP approvals are kept up to date in Submitica.
- At least two TMP audits are undertaken monthly.
- Monitor reinstatements and close Corridor Access Requests (CAR) which have passed the defects liability period of 2 years.

## **9. Health & Safety**

*Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.*

### **Key Outcomes**

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

### **Performance Indicators**

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

## **10. Civil Defence**

### **Key Outcomes**

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

### Performance Indicators

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

## 11. Other Duties

### Key Outcomes

- Record management responsibilities are undertaken as outlined in Council's Information Management Policy.
- Processes are recorded and updated as needed.
- Monthly reports are completed within allocated timeframes.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

## Discretionary Decision Making

As per Council's Delegation's Policy.

## Principal Relationships

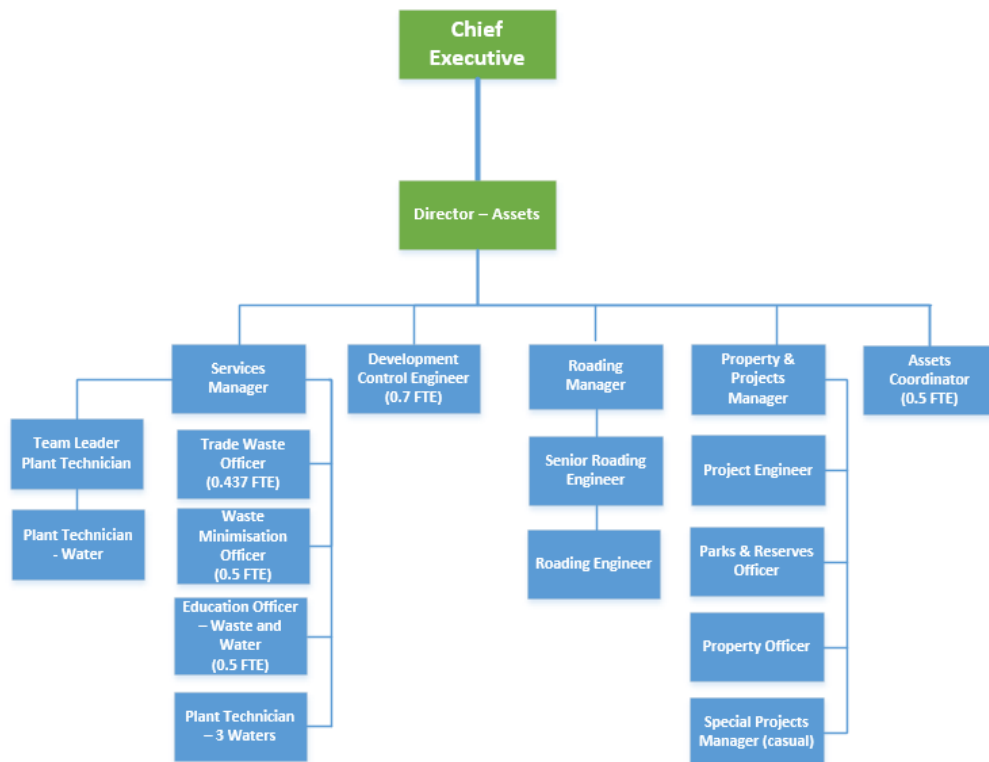
### Internal

Roading Manager  
Management Team  
All Staff  
Elected Members

### External

Public  
Local and Territorial Authorities  
Consultants  
Contractors  
Planning and Regulatory Staff

## Structure Chart



## Ideal Person Specification

### Education/Qualifications

- Has NZCE or Diploma Civil or Roothing or another relevant tertiary qualification.

### Job Knowledge

- Preferably has recent relevant experience in local government.
- Has up to ten years experience in road maintenance, construction, or sealing contract management/supervision.
- Competent in Microsoft suite of programmes.
- Competent in AutoCAD.
- Understanding and commitment to asset management processes and procedures, preferably has used RAMM.
- Te Ao Māori – Understand Council's responsibilities under the Treaty of Waitangi and be respectful of Te Ao Māori practices.

### Key Competencies

- Project and Contract Management Skills - ability to manage contracts for both capital items and ongoing roading programmes.
- Customer Focus - at all times applies excellent customer service principles in dealing with internal and external customers and staff.
- Communication – communicates clearly and concisely when seeking or providing information and produces clear written and well formatted reports which have clear recommendations for action.
- Organising – can manage multiple activities at once to accomplish a goal and can marshal resources to get things done. A self starter who is methodical and well organised.
- Quality results - strong time management skills.
- Teamwork - demonstrates an ability to work well in a team.