

### POSITION DETAILS

TITLE	Team Leader Transport Operations
REPORTS TO	Manager Transportation
LOCATION	Civic Centre, Commerce Street, Whakatāne
DATE	April 2025
DIRECT REPORTS	4
FINANCIAL DELEGATION	\$250,000

### PURPOSE OF POSITION

This is a senior engineering position, that is responsible for managing day-to-day operations, to ensure continuous provision of a safe and accessible transport system, at appropriate levels of service, for all road users and the wider community.

This primarily involves leading Council's transport operations team to ensure delivery of corridor management, procurement and management of road maintenance and renewal contracts, network condition inspections, fault identification and works programming.

### KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	<p>The best interests of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of this role.</p> <p>Lead by example to ensure organisational values and a strong productive team culture are an intrinsic part of the daily operations and behaviours. Ensure that staff are fully connected to the direction and vision of the organisation and are organisationally engaged.</p> <p>Encourage staff to be organisationally engaged, participating in wider Council activities and building productive and healthy relationships with other key internal stakeholders.</p>
TEAM LEADERSHIP	<p>Key to the successful delivery of this role, is providing meaningful leadership to the Transport Operations Team, which includes: two Network Engineers, a Corridor Co-Ordinator and a Maintenance Operator.</p> <p>This role is expected to foster a high-performing team culture by providing clear direction, technical support, and professional development opportunities.</p> <p>Drive team collaboration, and accountability to achieve strategic objectives and deliver exceptional results.</p> <p>Provide staff with support, advice and clear directions as required. Provide decision making, building a collaborative and positive working environment with a culture of performance delivery and accountability.</p> <p>Staff are managed in accordance with Councils policies, procedures and guidelines.</p> <p>Staff performance is appropriately managed, and any performance issues are addressed promptly.</p> <p>Ensure staff are appropriately trained for the roles undertaken.</p> <p>Staff feedback confirms you are available to them and provide them with support and sound advice when required.</p>

<p><b>NETWORK PROGRAMMING</b></p>	<p>This includes managing all network inspections and programming of the network for safety and maintenance requirements. Ensuring the programming schedule optimise resource efficiencies, customer needs, and financial constraints.</p> <p>Specialist advice on asset condition and management is provided, to maintain asset integrity. Asset faults and failures are investigated with recommendations made for rectifying and preventing future failures. Effective solutions to complex problems are developed, designed and implemented.</p> <p>Forward work planning and maintenance intervention strategies are coordinated and reviewed, ensuring close collaboration with the wider transport team.</p> <p>Initiate and develop programmes and delivery contracts to ensure it fits within the strategy, option analysis, affordability, deliverability and that the associated risks are acceptable or not.</p>
<p><b>PROCUREMENT, WORKS DEVELOPMENT AND CONTRACT DOCUMENTATION</b></p>	<p>Manage the procurement process, including tender advertising, management of tender queries, and tender opening, evaluation and award.</p> <p>Ensure procurement in undertaken in accordance with Council's Procurement Strategy and Policy.</p> <p>Ensure necessary procurement plans are produced and approved prior to commencing works.</p> <p>Liaise closely with Councils procurement manager to ensure contracts are advertised, closed, evaluated and awarded in accordance with Council and NZTA policies and procedures.</p> <p>Participate in or lead the evaluation of all contracts.</p> <p>All contracts and services are procured, evaluated and awarded in a timely manner and in accordance with Council and NZTA requirements.</p> <p>Work closely with the Councils consents planners to ensure all works are assessed, to determine if resource consent or other permits are required. The consenting process is proactively managed to ensure any required consents or permits are obtained stage to ensure timely delivery of the contract works.</p> <p>Ensure resource balancing across the financial year, works are undertaken in the appropriate season and there is a continuous, balanced level of maintenance activity occurring across the network throughout the year.</p> <p>All works have an appropriate level of investigation and testing undertaken relative to the level of design risk and complexity.</p> <p>The level of design detail is appropriate to the complexity of the project and sufficient to ensure successful completion of the project and operation of the asset post construction.</p> <p>The extent and formality of survey required is relative to the complexity of the project.</p> <p>The detailed design and specifications comply with all National and Council standards.</p> <p>Contract documents are developed using the Councils standard template, the appropriate construction standards, and NZTA requirements where appropriate</p> <p>Accurate engineer's estimates are developed for all works</p> <p>Accurate and complete tender documents are prepared. Contracts are well scoped and comply with all requirements.</p> <p>All works/contracts are properly assessed and any risks / defect are addressed through Conditions of Contract.</p>

<p><b>CONTRACT MANAGEMENT</b></p>	<p>Manage and successfully deliver the transport maintenance, operations and allocated renewals programmes.</p> <p>These include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Sealed and unsealed pavement maintenance</li> <li>• Drainage maintenance and reactive renewals</li> <li>• Maintenance and renewal of road signs, guardrails, sight rails, line marking, other delineation, streetlights and footpaths</li> <li>• Vegetation control and street cleaning</li> <li>• Emergency works - initial response and clean-up.</li> </ul> <p>Ensure delivery is on time, within budget, to required standards, and in full compliance with Council and NZTA requirements. Ensure suppliers, materials sought and specifications used, comply with all National, NZTA and Council standards.</p> <p>Ensure effective monitoring, supervision and quality control plans are developed and implemented to successfully achieve the contract goals and objectives. Undertake monitoring and supervision at a level appropriate to ensure works are constructed to specification and quality requirements are fully met.</p> <p>All works are undertaken in a manner that ensures consent conditions are met.</p> <p>Provide direction for Contract Engineers, junior staff and programming for contractors.</p> <p>Manage all contractor health and safety compliance.</p> <p>Professionally and proactively manage all contracts with integrity and trust, and in accordance with the project specification and conditions of contract</p> <p>Develop strong partnership relationships with the contractors, and work collaboratively with them to ensure the physical works are completed on time, to budget and to required quality standards.</p> <p>Proactively manage contract expenditure to ensure completion within budget. Budgeting, forecasting, phasing and variances are reported in Council's financial database. Ensure contractor claims are accurately assessed, certified following verification and testing, and processed within legal timeframes.</p> <p>Contracts are successfully undertaken without contractor frustration or default and any contractual disputes are successfully resolved without escalation to arbitration.</p> <p>Accurate and timely provision of reporting, asset data and financial information is compiled upon completion of works.</p>
<p><b>STAKEHOLDER ENGAGEMENT AND COMMUNITY CONSULTATION</b></p>	<p>Liaise closely with Councils Communications Team to ensure works are communicated effectively with all the stakeholders.</p> <p>Necessary communications are carried out in a timely manner to ensure smooth implementation of the works.</p> <p>Regular and relevant updates are provided to Transportation Manager, relevant members of the Transport team and Communications Team as works are developed and progressed.</p> <p>Contract update reports are provided to the Council and committees as required.</p>

<b>CORRIDOR MANAGEMENT</b>	<p>Support Council's Traffic Management Co-ordinator and Corridor Manager for the network.</p> <p>Manage the review and approval of all traffic management plans and Corridor Access Requests.</p> <p>Ensure all activities required of a Traffic Management Co-ordinator as per the NZ Traffic Control Devices Rule are undertaken.</p> <p>Ensure all activities required of a Corridor Manager as per the NZ Utility Code of Practice are undertaken.</p> <p>Ensure all works on the network operate under an approved CAR and TMP.</p> <p>Ensure proactive collaboration and build strong relationships with neighbouring RCA's (including NZTA) and Utilities.</p>
<b>HEALTH, SAFETY AND WELLBEING</b>	<p>Comply with the Health &amp; Safety at Work Act 2015 and the Council's health and safety policy in respect to immediate work area.</p> <p>Council policies are adhered to, meetings held in accordance with established policy and timetables, records kept, issues notified, accidents/near misses investigated and hazards identified, eliminated, isolated or minimised as appropriate.</p> <p>Proactively monitor and manage environmental and health and safety responsibilities, undertaking sufficient site audits to encourage and provide confidence in the level of compliance.</p> <p>Actively lead the improvement of health and safety systems and practices in your area of responsibility and actively facilitate a safety culture to make WDC a safe place to work.</p> <p>Ensure any actions taken or omission to take action does not adversely affect the health and safety of others.</p> <p>Manage your own and your team's wellness, and take advantage of and promote the wellness opportunities provided.</p>
<b>ADDITIONAL DUTIES</b>	<p>Participate in Council's Emergency Operations Centre (EOC) and undertake required training as required.</p> <p>Complete other duties that may be required, as appropriate.</p>

### KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> <li>Public</li> <li>Other Local and Territorial Authorities</li> <li>Consultants and contractors</li> <li>Iwi</li> <li>Emergency Services</li> <li>Funding agencies – Waka Kotahi</li> <li>Service providers</li> <li>Utility Providers</li> </ul>	<ul style="list-style-type: none"> <li>Transportation Team members</li> <li>Other staff and managers within the Infrastructure Group</li> <li>All other staff within Council</li> <li>Council elected members</li> </ul>

### PERSON SPECIFICATION

<b>QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP</b>	<p>Has a Degree or Diploma in Civil Engineering .</p> <p>Membership of a professional body is desirable.</p>
<b>EXPERIENCE</b>	<p>Has at least 10 years' relevant experience in civil engineering works, preferably in roading/transport and local government.</p> <p>Has experience with New Zealand Conditions of Contract, i.e. NZS 3910</p> <p>Is familiar with New Zealand Transport Agency policies and procedures</p> <p>Has experience in motivating and managing staff.</p> <p>Has experience in preparing contract documentation, tendering, contract administration and risk management.</p> <p>Has knowledge of the Health and Safety in Employment Act and Local Government Act 2002</p> <p>Has experience in the use of survey equipment, roading design software and resource consent processes</p>
<b>KNOWLEDGE, SKILLS AND ATTRIBUTES</b>	<p>The attributes of a good team player are demonstrated. Demonstrate reliability and commitment, communicate constructively, be an active listener, function as an active team participant, share openly and willingly, cooperate and pitch in to help when required, exhibit flexibility, be a problem solver, and treat fellow team members in a respectful and supportive manner.</p> <p>Has negotiation skills and conflict resolution</p> <p>Commercial acumen and able to make sound financial investment decisions</p> <p>Is competent with office procedures, equipment and computer software programmes including financial systems, Microsoft Excel, Microsoft Word, Microsoft Project, RAMM, Asset &amp; Work Manager, and GIS</p> <p>Maintains a high level of accuracy in reporting and checking of documents.</p>
<b>OVERALL</b>	<p>Displays a willingness to undertake necessary training to increase performance and skills.</p> <p>You will demonstrate knowledge of, or a willingness to gain an understanding of Te Ao Māori and promote tikanga and Te Reo Māori. You will also have knowledge of, or a willingness to gain an appreciation of te Tiriti o Waitangi (the Treaty of Waitangi) as it applies in the public sector.</p> <p>Has no previous or current medical conditions, which would affect the ability to perform the duties described in the job description.</p> <p>Full clean current drivers licence.</p>

I, \_\_\_\_\_ agree and accept the duties and responsibilities captured in this position description.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date



# OUR VISION AND VALUES

*Tō tātau matakiteanga  
me ngā wāriutanga*

OUR VISION *Ngā matakiteanga*

 **Better Together**  
**Toitū te Kotahitanga**

WHAKATĀUKI

Hūtia te rito o te harakeke,  
kei hea te kōmako e kō, kī mai ki ahau.  
He aha te mea nui o te ao, māku e kī atu,  
he tangata, he tangata, he tangata.

*Take away the heart of the flax bush and where  
will the bellbird sing? If you ask me what is the  
most important thing in the world  
I will tell you, it is people, it is people, it is people.*

**We put people at the  
heart of everything we do**  
**Toitū te Tangata!**

- We value relationships
- We think of others
- We listen to understand
- We value our differences

**We work as one team**  
**Toitū te Mahi Tahi!**

- We trust and support each other
- We speak up
- We share our story
- We back each other up
- We keep each other informed and up to date
- We involve each other
- We ask for help when we need it

**We are always learning  
and improving**  
**Toitū te Taumata!**

- We look for success on the horizon
- We seek out opportunities to grow
- We safely make mistakes
- We strive to be better
- We're open to change and embrace it
- We ask questions and challenge assumptions
- We reflect and review
- We ask for and share feedback
- We're brave and have courage

**We care about  
our environment**  
**Toitū te Taiao!**

- We keep our communities informed
- We are stewards of our place
- We bring people together
- We consider the needs of our communities
- We improve quality of life
- We are the community

**We are passionate  
and proud**  
**Toitū te Mauri Ora!**

- We love this place
- We love what we do and do what we love
- We bring energy and enthusiasm
- We look to have fun
- We aim for the best version of ourselves every day
- We acknowledge our efforts
- We share success stories
- We honour our past
- We look to the future together