

POSITION DETAILS

TITLE	Asset Engineer - Transport
REPORTS TO	Team Leader Transport Strategy and Assets
LOCATION	Civic Centre, Commerce Street, Whakatāne
DATE	March 2025
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	N/a

PURPOSE OF POSITION

This role is responsible for ensuring accurate transport asset assessments and developing efficient work programs based on best practices to minimise whole-of-life costs. It involves site validation, renewal and maintenance planning, technical advice, and contributing to the transport Activity Management Plan.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interests of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of this role.
TECHNICAL MANAGEMENT	<p>The primary purpose of this role is, to undertake the duties of the Asset Engineer within the transport function.</p> <p>The role is responsible for positive asset management outcomes by ensuring that network and asset condition assessments are accurate and robust while taking a primary role in developing effective and efficient work programmes incorporating asset management best practices and enable the lowest whole-of-life cost for assets.</p> <p>This role brings extensive experience in developing and site validating renewal and planned maintenance programmes, and always considering preventative maintenance opportunities to extend asset lives. Provision of technical advice and asset performance and deterioration observations and contributing to the development of the transport Activity Management Plan.</p> <p>Develop and manage the transportation renewal programme using available asset management tools e.g., RAMM & dTIMS</p> <p>Responsible for the development of maintenance and renewal programmes to ensure forward works programmes submitted to provide the best value investment for the Council.</p> <p>Work programmes developed are validated and lodged in RAMM.</p> <p>Work with Team leader Transport Strategy and Assets to develop and maintain asset modelling to support future funding requirements and asset deterioration, models.</p> <p>Work collaboratively with the Council's Transport Operations and Capital Delivery Teams for the development and execution of renewal and planned maintenance programmes including site validation.</p> <p>Provide input, analysis and assistance drafting the transport Activity Management Plan.</p> <p>Support Council's Data and Development Engineer with the analysis required to support decisions around levels of service, asset condition and renewal and maintenance regimes.</p>

	<p>Work with the transport team members to provide reports and analysis required by Council and NZTA for auditing and annual return purposes.</p> <p>Actively seek opportunities to collaborate with other internal departments and neighbouring Councils.</p> <p>Engage with the public (external customers) and other staff (internal customers) through – personal discussions, emails, telephone calls, letters and referrals.</p>
FINANCIAL MANAGEMENT	<p>Manage allocated budgets within agreed financial limits and report any major fluctuations to the Team Leader Transport Strategy and Assets.</p>
CONTRACT MANAGEMENT	<p>Management and supervision of consultant engagements as required.</p> <p>Provide input and oversight as required for road maintenance and construction contracts.</p>
PROVIDE TRUSTED TECHNICAL SUPPORT.	<p>Work with the wider team members to refine and develop the accuracy and reporting/analytical capabilities of asset management systems.</p> <p>Provide technical advice and direction as required.</p>
RELATIONSHIP MANAGEMENT	<p>Effectively manage and maintain internal relationships to ensure relative staff are engaged and informed through the development of work programmes and other deliverables as necessary.</p> <p>Maintain close working relationships with the Transport Operations and Capital Delivery Teams to identify opportunities to improve maintenance practice, build efficiencies, implement new practices to extend asset life, improve customer outcomes and ensure most efficient delivery of work programs.</p> <p>Proactively work with other Council departments and utility providers, in particular 3-waters, to identify potential programme conflicts and opportunities to gain efficiencies through combined, or appropriately timed, physical works.</p> <p>Provide advice and recommendations to internal departments on asset management best practice.</p> <p>Develop and maintain good relationships with neighbouring Council asset management staff and technical interest groups such as the Regional Efficiency Group and Regional Advisory Group. Provide assistance in these areas where required.</p> <p>Develop and manage relationships with key stakeholders to ensure consultation with interested groups and parties is professionally managed and promotes proactive, positive relationships.</p> <p>Proactively engage with Council communications staff to ensure that any disruptions from planned works are well communicated to the public in a timely fashion.</p> <p>Ensure cultural protocols and safety practices are observed to support initiatives, consultation and relationships with Iwi.</p> <p>Provide direction, training and mentoring for junior staff.</p>

HEALTH, SAFETY AND WELLBEING	<p>Understand and implement Council's documentation and procedures to ensure risks to health and safety of those in the workplace are eliminated and / or controlled.</p> <p>Accurately report all work-related hazards, incidents and accidents and implement follow up corrective actions, as required.</p> <p>Provide support, as required, to the Senior Health, Safety and Wellbeing Advisor to complete internal audits, assessments and investigations.</p> <p>Attend and complete relevant Health and Safety training ensuring certification, as required, is current.</p> <p>Undertake active worker participation and engagement in Council's health, safety and wellbeing practices and projects.</p>
ADDITIONAL DUTIES	<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"> ▪ Public ▪ Other Local and Territorial Authorities ▪ Consultants and contractors ▪ Iwi ▪ Emergency Services ▪ Funding agencies – Waka Kotahi ▪ Service providers ▪ Utility Providers 	<ul style="list-style-type: none"> ▪ Transportation Team members ▪ Other staff and managers within the Infrastructure Group ▪ All other staff within Council ▪ Council elected members

PERSON SPECIFICATION

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP	<p>Degree or Diploma in Civil engineering field, Roding Asset Management, or equivalent experience.</p>
EXPERIENCE	<p>At least 8 years of working experience of Road Asset Management, and road maintenance and associated technical standards in the transport sector.</p> <p>A solid knowledge of the roading industry with experience in developing forward works programmes and Activity/Asset Management Plans, including programme optimisation and maintenance programmes.</p> <p>Demonstrated experience in asset management to reach strategic outcomes.</p> <p>Demonstrated knowledge and understanding of key legislation including the Resource Management Act (RMA) 1991, Local Government Act 2002.</p> <p>Advanced knowledge and skills in the use of asset management software, systems and databases (e.g. RAMM, GIS and dTIMS)</p> <p>Demonstrated experience in computer software programmes including Microsoft Office including Excel, Word, PowerPoint and Outlook.</p>

KNOWLEDGE, SKILLS AND ATTRIBUTES	<p>Experience and skills in supporting people in development, and ability to build strong relationships built on trust, reliability and integrity.</p> <p>High attention to detail, excellent time management, process focussed with strong emphasis on accuracy and continuous improvement.</p> <p>Able to drive and influence decisions confidently with highly developed interpersonal and communication skills, respects others and maintains confidentiality, strong team player, flexible and willing to support others.</p> <p>Solution focused, shows initiative and inspires commitment to achieve outcomes, understands the need for key relationships, acts with honesty, transparency and empathy for people and communities.</p> <p>Excellent decision making and problem-solving ability, can confidently analyse and apply key information with good judgement and takes accountability.</p>
OVERALL	<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 matakiteinga
me ngā wāriutanga*

OUR VISION *Ngā matakiteinga*

 **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