

POSITION DETAILS

TITLE	Contracts Engineer
REPORTS TO	Team Leader, Network Operations
LOCATION	Whakatāne District Council offices
DATE	November 2024
DIRECT REPORTS	Nil
FINANCIAL DELEGATION	Nil

PURPOSE OF POSITION

Our Contracts Engineer, in association with the Team Leader, Network Operations, is responsible for the management of road maintenance for District’s roading network. The position also manages the renewal of contracts to ensure the quality and cost efficient delivery of road maintenance is provided as detailed in the roading network plan.

KEY ACCOUNTABILITIES

KEY RESULT AREAS	EXPECTED OUTCOMES / PERFORMANCE INDICATORS
VALUES	The best interest of the organisation are represented at all times ensuring Council values are reflected in behaviours and professional delivery of role.
ROAD NETWORK MANAGEMENT	Management of the roading network on a day-to-day basis to ensure it continues to provide safe, efficient and appropriate levels of service. Provide direction to the Engineering Cadets and supports the Network Engineers in their work to manage the roading network. Works with the Transport Admin team for network operations admin support.
MANAGEMENT OF CONTRACTS	<p>In association with the Team Leader, Network Operations, you will manage all road maintenance and renewals of contracts to approved annual plan budgets, packaging approved programme works to ensure;</p> <ul style="list-style-type: none"> • resource balancing across the financial year, • works are undertaken at the appropriate time of year. <p>These works include but are not limited to;</p> <ul style="list-style-type: none"> • Pavement maintenance; • Drainage maintenance; • Environmental maintenance; • Traffic Services maintenance. • Emergency works – e.g. initial response and clean-up. <p>You will ensure that there is a continuous, balanced level of maintenance activity occurring across the road network throughout the year and all work is packaged and programmed through the Council’s Road Asset Database (RAMM) to document and ensure work is completed and scheduled appropriately.</p> <p>You will manage the contract tender process to ensure it is carried out in accordance with NZTA and Council’s procurement rules and requirements.</p> <p>You will complete procurement plans for all projects and contracts.</p>

	<p>Contract documents will be developed using the Council’s standard template, the appropriate construction standards and NZTA requirements.</p> <p>You will provide specialist advice on asset condition and management using data collection, forward work programmes, modelling, and field staff knowledge to prioritise work programmes.</p> <ol style="list-style-type: none"> 1. Project completion reports including financials are complete and accurate. 2. All Contract Maintenance Costs are applied in RAMM. 3. All asset updates (where applicable) are completed in RAMM. <p>You will be responsible for managing various contract activities, ensuring effective monitoring, supervision and quality control plans are developed and implemented to successfully achieve the project/contract goals and objectives.</p> <p>You will observe and audit the performance of contractors in terms of complying with contractual requirements and ensuring contractors adhere to environment and health and safety requirements, including SHE registration. Any issues that arise will be managed by you and all audit information is documented.</p> <p>You will ensure suppliers, materials sought and technical specifications used comply with all National, NZTA and Council standards.</p> <p>You will be responsible for ensuring:</p> <ol style="list-style-type: none"> 1. All projects / contracts are properly assessed, and any risks / defects are addressed through Conditions of Contract. 2. Contractor performance evaluations are completed in accordance with Contract requirements.
<p>CORRIDOR MANAGEMENT</p>	<p>Provide support with the review and approval of Traffic Management Plans and Corridor Management requests.</p> <p>You will be provide support for ensuring Corridor Access Requests (CAR’s) and Traffic Management Plans (TMP’s) are reviewed and approved in a timely manner and within legislative timeframes and provide training for industry to ensure best practice traffic management is being provided across the network.</p>

<p>CONTRACT COMMUNICATION</p>	<p>Contract correspondence is completed in accordance with NZS3910 and saved in Councils Information and Document management system.</p> <p>Compilation of meeting agendas and minutes as required and distributed within agreed timeframes.</p> <p>All communications are professional and courteous, and the delivery of any agreed actions is completed within acceptable timeframes. Contract meetings are to have minutes recorded, including Contract start-up, periodically and on completion.</p> <p>Manage the customer service request system and ensure the operational teams processes are fully operational and customer enquiries are responded to within agreed timeframes.</p>
<p>HEALTH, SAFETY AND WELLBEING</p>	<p>Ensure Council’s documentation and procedures are understood and implemented 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 any follow up corrective actions.</p> <p>Provide support, as required, to Health and Safety staff and General Manager to complete due diligence audits and other internal audits, assessments and investigations.</p> <p>Regularly attend Health and Safety training, ensuring certification is current, as required.</p> <p>Ensure active worker participation and engagement in Council’s health, safety and wellbeing practices and projects.</p>
<p>ADDITIONAL DUTIES</p>	<p>Assist with emergency management events as instructed and attend relevant training in Civil Defence as required.</p> <p>Attend relevant training, as required.</p> <p>Complete other duties that may be required, in agreement with your Team Leader.</p>

KEY RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Stakeholders including the local community ▪ Consultants ▪ Contractors ▪ Regional Council ▪ Other government and non-governmental organisations ▪ Iwi 	<ul style="list-style-type: none"> ▪ All Council Staff ▪ Elected Members ▪ Community Boards

PERSON SPECIFICATION

QUALIFICATIONS	<ul style="list-style-type: none"> ▪ A recognised Tertiary Civil Engineering Qualification. ▪ Qualification in Traffic Management that includes the review and approval of TMPs. ▪ A recognised qualification in contract procurement – i.e. NZTA Qualified Tender Evaluator.
EXPERIENCE	<ul style="list-style-type: none"> ▪ At least 5 years' experience in the management of contracts and/or projects. ▪ 5 years practical experience in civil engineering works. ▪ Previous experience in managing contractors. ▪ Previous experience in preparing contract documentation, tendering and contract administration. ▪ Experience with Microsoft Project, RAMM, RAMM Contractor, Pocket RAMM, GIS or similar. ▪ Experience with using survey equipment, roading design software and the resource consent process.
KNOWLEDGE, SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> ▪ Advanced competency with Microsoft Office. ▪ Familiar with NZTA's policies, procedures and requirements. ▪ Report writing skills and experience and able to produce clearly written, well formatted reports that have clear recommendations for action. ▪ Able to manage costs to agreed budgets. ▪ A high level of attention to detail for recording and checking documents. ▪ An ability to build enduring relationships with key stakeholders that result in collaborative and positive work relationships. ▪ Be a team player and be a reliable, committed and active part of the roading network team. ▪ Have a willingness to participate in wider council activities and build relationships with other key internal stakeholders. ▪ Ability to develop and work towards an agreed work plan. ▪ Strong time management skills. ▪ Able to present robust engineering solutions and facilitate a successful outcome. ▪ Clear communicator. ▪ Understanding of the Treaty of Waitangi and its implications for local authorities.

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>Able to work overtime and weekends should this be required.</p> <p>Full clean current drivers' licence.</p>
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I, _____ agree and accept the duties and responsibilities captured in this position description.

Employee signature	Date
Manager signature	Date



OUR VISION AND VALUES

*Tō tātau matakitenga
me ngā wāriutanga*

OUR VISION *Ngā matakitenga*

 **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 Tahī!

- 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