

Position Description

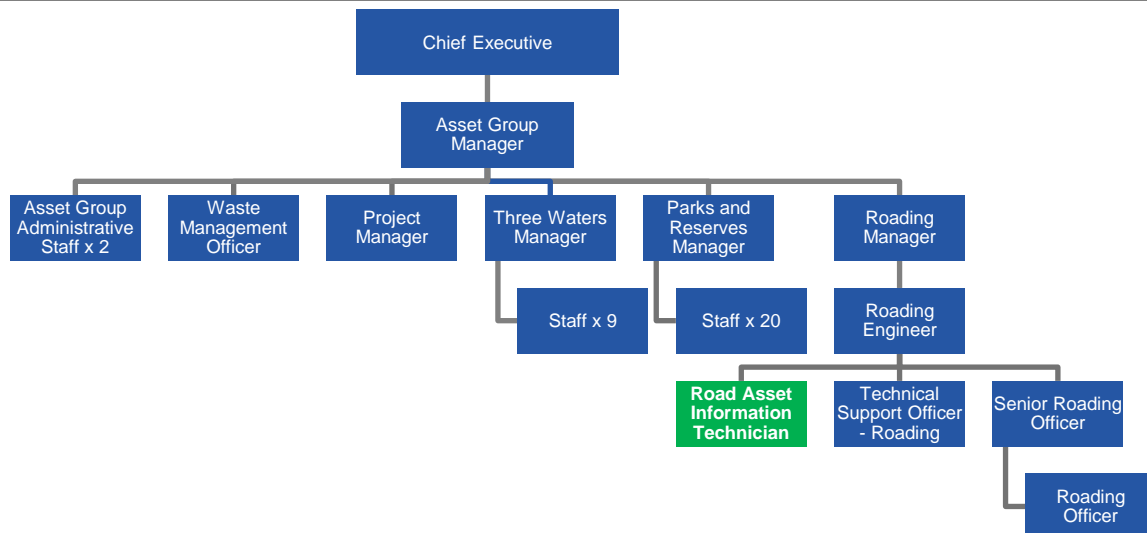
Position Details

Position title	Road Asset Information Technician
Grade	12
Reports to	Road Engineering
Group	Asset Group
Date reviewed	22 May 2025

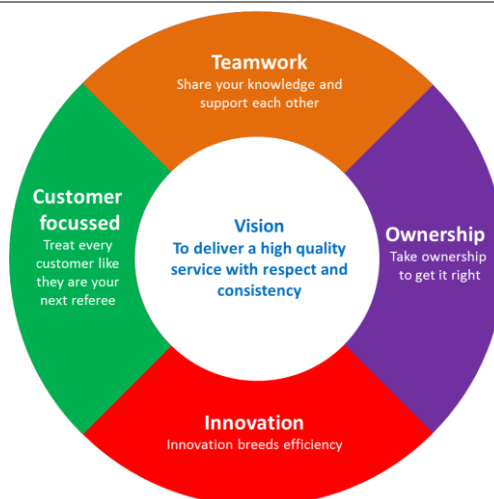
Purpose

To maintain and operate Waimate District Council's Road Assessment and Maintenance Management (RAMM) system. This role ensures accurate, up-to-date road asset data is recorded and maintained to support effective planning, maintenance, and reporting of the district's roading network, both now and in the future, within budget and agreed timeframes.

Structure



Staff Vision and Values



Key Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">• Roding Manager• Roding Engineer• Other Roding Staff• Asset Group Manager• All WDC Staff	<ul style="list-style-type: none">• Members of the public• Consultants and Contractors• NZ Transport Agency Waka Kotahi• Aoraki Roding Collaboration (Timaru, Mackenzie, Ashburton District and Waitaki Councils)• Other Local Authorities• Emergency Services

Key Responsibilities

- Coordinate the collection of asset data from various software sources and video capture systems, and accurately input this data into RAMM and other relevant databases in line with established protocols.
- Maintain the integrity, accuracy, and completeness of asset data within the RAMM system to support effective asset management.
- Analyse asset data and generate reports to support forward works programming, investment decisions, asset management planning, and contract documentation.
- Ensure all asset data complies with NZ Transport Agency Waka Kotahi and Road Efficiency Group (REG) standards and reporting frameworks.
- Provide training, guidance, and support to internal users and contractors on the use of RAMM and related asset data procedures.
- Contribute to the development and continuous improvement of Council's asset data and information processes.
- Prepare and distribute asset data summaries and reports for internal teams, consultants, and external agencies, including information required for audits and external reporting.
- Identify opportunities for system and process improvements and support the implementation of data management initiatives and projects.
- Oversee and validate contractor-supplied data entered into RAMM, ensuring it meets quality and format requirements.
- Collaborate with the wider infrastructure team in the development and ongoing review of the Roding Activity Management Plan.
- Provide high-quality customer service to both internal and external stakeholders, meeting agreed service levels and performance standards.
- Escalate concerns to the Roding Engineer.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.

- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Expected Behaviours

Core Behaviours	
Accountability	<ul style="list-style-type: none"> • Accepts responsibility for own actions and decisions • Delivers on commitments • Admits mistakes and uses them as learning opportunities
Adaptability	<ul style="list-style-type: none"> • Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements
Business ethics	<ul style="list-style-type: none"> • Demonstrates integrity, honesty, and commitment • Models a high level of professionalism and exercises discretion • Maintains confidentiality • Is prudent in financial dealings
Communication	<ul style="list-style-type: none"> • Communicates messages in a clear, concise, and consistent manner • Ability to communicate effectively with a wide variety of people • Uses the most effective method and style of communication for the audience and situation

Customer service	<ul style="list-style-type: none"> • Recognises the diversity of customers and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged, and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council confidentiality policy when dealing with customer information
Self-management	<ul style="list-style-type: none"> • Proactively plans work and manages competing priorities to ensure deadlines are met • Plans and utilises resources in the most effective and efficient way • Makes appropriate decisions, taking into consideration impacts and risks • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Teamwork	<ul style="list-style-type: none"> • Is an active and contributing team player • Values diversity and supports different ways of working • Proactively shares information, ideas and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments

Role Specific Skills

Decision-making	<ul style="list-style-type: none"> • Identifies and uses various sources of information to make an informed decision • Considers risk factors in decision-making • Uses own judgement and experience to solve problems • Makes decisions on a timely basis • Empowers staff to make own decisions
Information technology	<ul style="list-style-type: none"> • Has an appropriate level of skill in computer software relevant to the requirements of the role • Is confident to try new software • Looks for ways to improve efficiency using technology
Innovation	<ul style="list-style-type: none"> • Continually reflects on how things could be done better • Adopts a positive attitude to improvement and change • Challenges the status quo • Manages barriers to innovation and improvement

Intellectual capability	<ul style="list-style-type: none"> • Shows evidence of analytical thinking • Rapidly and accurately identifies key issues or actions • Goes beyond the information immediately available. • Understands the possible ramifications of their work and issues
Results focus	<ul style="list-style-type: none"> • Builds and maintains professional and productive relationships • Understands stakeholders' views and why they are held • Demonstrates sensitivity to other groups and values diversity • Establishes and maintains a positive relationship with the media

Knowledge, Qualifications and Experience

Essential

- Tertiary qualification in Civil Engineering, Asset Management, GIS, or equivalent experience.
- Excellent working knowledge of the suite of RAMM software.
- High level of accuracy and attention to detail in data entry and analysis.
- Good analytical and computer skills, particularly relational database skills, and data mining.
- Good communication, time management skills, neatness, planning skills and accuracy in work presentation is essential.
- Advanced Microsoft Excel skills.
- Ability to work independently and collaboratively within a team environment.
- A current and valid Class 1 New Zealand Driver licence.

Desirable

- Experience working within a local government environment.
- Good roading/industry knowledge or background.

Approval

Road Asset Information Technician

Name

Signature

Date

Chief Executive

Name

Signature

Date