

# JOB DESCRIPTION

<b>Position:</b>	Project Engineer	<b>Department:</b>	Assets
<b>Reports to:</b>	Property and Projects Manager	<b>Date:</b>	June 2025
<b>Purpose of position</b> <ul style="list-style-type: none"><li>Capital works project planning and delivery across all asset portfolio including Roothing, 3-Waters, Property and Parks/Reserves</li><li>Special Projects Planning and Delivery.</li><li>Financial and Asset Management.</li></ul>			
<b>Key Accountability Areas</b> <ol style="list-style-type: none"><li>Capital Works Planning and Management.</li><li>Special Projects Planning and Delivery</li><li>Financial Management</li><li>Asset Management</li><li>Health and Safety</li><li>Civil Defence</li><li>Other duties</li></ol>			
<b>Accountabilities</b>			
<b>1. Capital Works Planning and Management</b> <i>Effective planning, programming and delivery of Roothing, 3-Waters, Property and Parks/Reserves capital projects as directed.</i> <b>Key Outcomes</b> <ul style="list-style-type: none"><li>Prepare, schedule, coordinate, and monitor assigned engineering capital projects to the required quality standard, on time and within budget.</li><li>Undertake required Stakeholder engagement, including Iwi, to support the delivery of capital projects.</li><li>Ensure the procurement of projects is in accordance with the applicable codes, practices, policies, performance standards, and specifications and in particular, with Council's Procurement Policy and other partner agency procurement requirements;</li><li>Provide monthly report on the project status to the Director- Assets and Council as required both in written and verbal presentations</li></ul> <b>Performance Indicators</b> <ul style="list-style-type: none"><li>Successful implementation of capital works on time and within budget.</li><li>Effective stakeholder engagement;</li><li>Compliance with applicable codes, practices, policies</li><li>Monthly status report to Director and timely updates and presentation to Council</li><li>Feedback from Council/CEO/Director.</li></ul>			

## **2. Special Projects Planning and Delivery**

*Effective planning, programming and delivery of other Special Projects as directed.*

### **Key Outcomes**

- Manage the delivery of special projects as directed by the Director - Assets.
- Ensure effective project management and resource planning for the implementation of new services or renewals/enhancements to ensure delivered on time and within budget.
- Collect and Analyse asset data for strategic planning purposes.
- Undertake Record Management responsibilities
- Record and update processes as required.
- Complete monthly reports within specified timeframes.

### **Performance Indicators**

- Special Project outputs are met.
- Asset data are collected and analysed as required.
- Responsibilities of Council's Information Management Policy are met.
- Processes are recorded and updated in a timely manner.
- Monthly reports are completed.

## **3. Financial Management**

*Financial accountability of capital budgets*

### **Key Outcomes**

- Prudent and accurate preparation, monitoring and management of capital budgets for project delivery;
- Comply with the necessary financial management practices and policies;
- Maintain appropriate documentation for financial reporting purpose;
- Ensure Audit NZ standards are met at all times

### **Performance Indicators**

- Accurate management of capital budgets and variances reported monthly.
- Appropriate financial documentation in place to support regular audits.

## **4. Asset Management**

*Contribute to the effective management of utilities assets as and when required.*

### **Key Outcomes**

- Contribute to the preparation, maintenance and development of comprehensive Asset Management Plans.
- Support Managers in the development and management of renewal and capital expenditure budgets and performance measures.
- Update asset databases with completed capital projects information.

### **Performance Indicators**

- Asset Management Plans contain accurate information
- Asset Managers are well-supported in capital expenditure budgetary matters.
- Asset databases are updated with completed capital projects information.

## 5. 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.

## 6. 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.

## 7. Other Duties

### Key Outcomes

- Undertake Record Management responsibilities as outlined in Council's Information Management Policy.
- Record and update processes as required.
- Complete monthly reports within specified 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.

## Principle Relationships

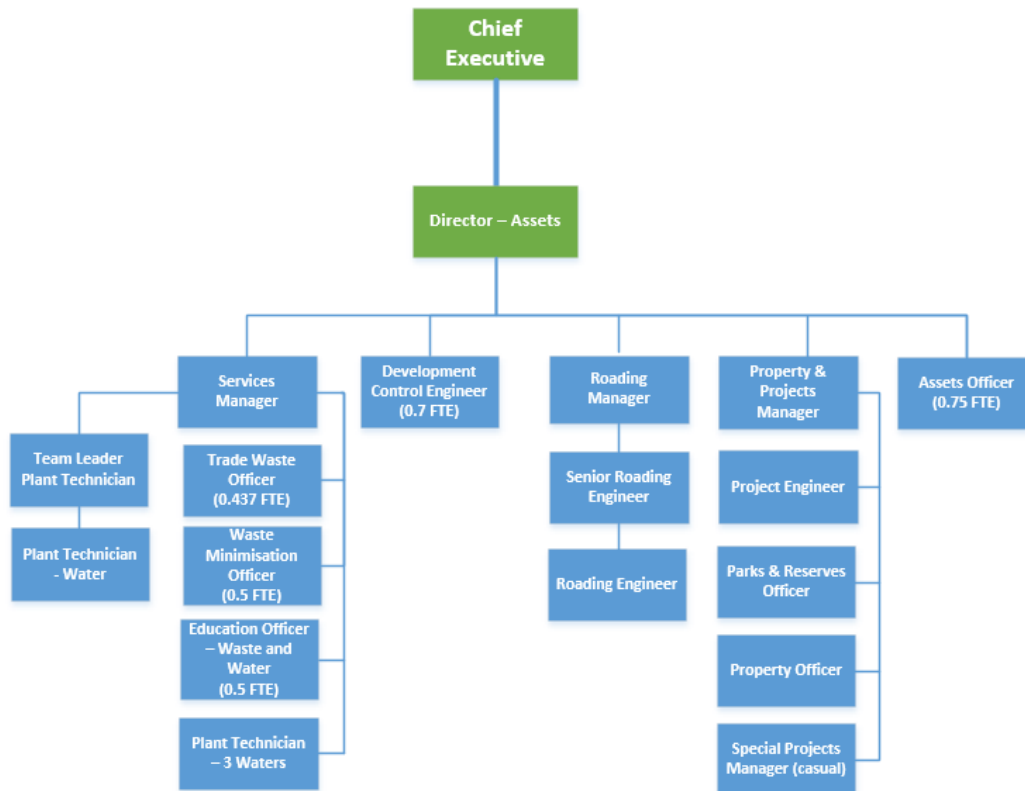
### Internal

The Chief Executive  
Director-Assets  
Senior Management Team  
Asset Managers  
All Staff  
Elected Members

### External

The Public  
Local Authorities  
Regional Council  
Consultants  
Contractors  
Local Iwi and other Stakeholders

## Structure Chart



## Ideal Person Specification

### Education/Qualifications

- Relevant tertiary qualification in Engineering or related discipline.

### Job Knowledge

- Recent relevant experience in local government.
- Minimum 5 years' experience in local government project engineering management and/or property/asset management.
- Proficiency in the use of MS package.
- Understanding of and commitment to asset management processes and procedures.
- Excellent project programming, management and supervision skills.
- Excellent organisational, time management, leadership, and decision-making skills.
- Strong written and verbal communication skills.
- Knowledge of applicable codes, policies, standards, and best practices.
- 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 write, tender, award and manage contracts for both capital as well as operational deliverables.
- 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.
- Organisational skills – A self-starter who is methodical and well organised, able to manage multiple activities at once to accomplish a goal and marshal resources to get things done. Uses resources effectively and efficiently.
- Quality Results - strong time management skills.
- Collaboration - can demonstrate an ability to work well with others in a team.

- Knowledge of and experience with New Zealand Standards, including but not limited to NZS 3910:2013 Conditions for contract for building and civil engineering construction; NZS 4404:2010 Land development and subdivision infrastructure.
- Proficient knowledge of relevant legislation affecting council property, including but not limited to the following Acts and associated Regulations:
  - Local Government Act 2002;
  - Resource Management Act 1991;
  - Reserves Act 1977;
  - Public Works Act 1981;
  - Health and Safety at Work Act 2015.