

Position Description

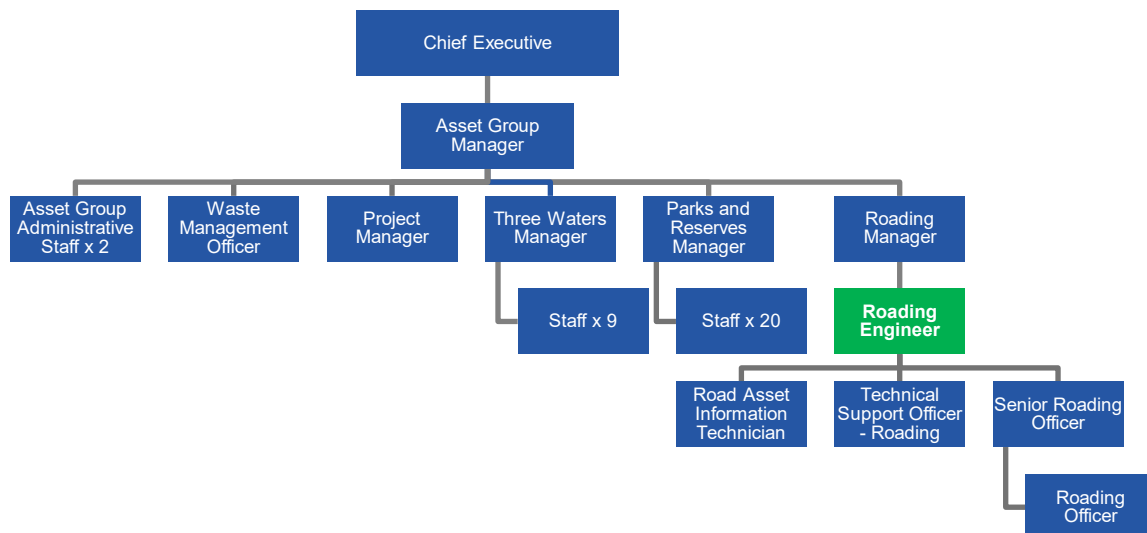
Position Details

Position title	Road Engineering
Grade	18
Reports to	Road Manager
Group	Asset Group
Date reviewed	22 May 2025

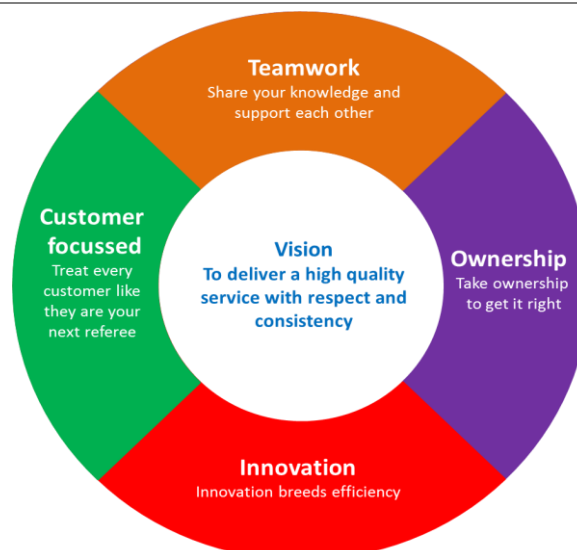
Purpose

The Road Engineering supports the Road Manager in ensuring the effective operation, maintenance, and renewal of the district's road network, the successful delivery of capital and maintenance projects, and management of the Road Engineering team.

Structure



Staff Vision and Values



Key Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">• Asset Group Manager• Roothing Manager• Roothing Team• Other WDC Staff	<ul style="list-style-type: none">• Contractors• Other Road Controlling Authorities including the Aoraki Roothing Collaboration Councils• NZ Transport Agency Waka Kotahi• Te Ringa Maimoa (REG)• Public and Ratepayers

Key Responsibilities

Asset Management

- Contribute to the development and implementation of the Roothing Activity Management Plan, One Network Framework.
- Support initiatives led by Te Ringa Maimoa (Road Efficiency Group – REG).
- Prepare and maintain road asset condition rating programmes.
- Develop and manage the traffic count programme for the district.
- Prepare asset forward work programmes based on RAMM information and asset inspection including footpaths, kerbs and channelling, and sealed roads renewals.
- Assist with asset valuations, and annual capitalisation processes and valuation reviews.
- Monitor routine data supplied from contractors and Council staff to ensure accuracy and fitness for purpose.

Reporting

- Coordinate the provision of asset and performance data for reporting to NZ Transport Agency Waka Kotahi, Te Ringa Maimoa (REG), and Council's Annual Report.
- Assist the Roothing Manager to ensure that NZTA programmes, funding applications and claims are formulated and managed in an effective and efficient manner.
- Provide monthly asset renewal, asset disposal, and new asset costs to finance staff.

Contracts

- Prepare contract documents and designs for roading renewal and improvement projects.
- Assist with contract administration and budget control for roading contracts.
- Participate in the procurement process, including tender evaluation in accordance with Council and NZTA policies and procedures.

Other

- Actively contribute to, encourage, and implement collaboration opportunities with Aoraki Roothing Collaboration Councils as well as Councils throughout Canterbury.
- Contribute to the review and development of transport strategies, policies, procedures, and bylaws.
- Lead, mentor and provide direction to the roading team.
- Promote a positive team culture focused on collaboration, continuous improvement, and high-quality service delivery.
- Escalate concerns to the Roothing Manager.

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

Capability development	<ul style="list-style-type: none"> • Ensures team members have the necessary resources and skills to do their job • Actively supports learning and performance development
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

	<ul style="list-style-type: none"> • Challenges the status quo • Manages barriers to innovation and improvement
Leadership	<ul style="list-style-type: none"> • Leads by example by demonstrating consistent leadership behaviours that align with Council's vision, values and goals • Identifies and drives organisational and cultural changes • Contributes to a positive working environment where trust, open communication, creative thinking and cohesiveness exists • Actively seeks to coach and mentor staff, and check progress of those staff • Ensures knowledge is passed on to achieve the maximum benefit. • Celebrate successes
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
Political acumen	<ul style="list-style-type: none"> • Offers unbiased professional advice • Understands the political system and underlying drivers • Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework
Project management	<ul style="list-style-type: none"> • Scopes projects effectively and secures necessary resources to achieve agreed outcomes • Develops high performing project teams • Motivates and empowers others to achieve the project goals • Ability to communicate the project to stakeholders • Focuses on the delivery of the project and monitor's progress • Demonstrates resilience and able to maintain performance over an extended period
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
Strategy	<ul style="list-style-type: none"> • Takes a long-term view to develop services that anticipate and meet the changing needs of the Council and community

Knowledge, Qualifications and Experience

Essential

- A tertiary qualification in Civil or Transport Engineering.
- Minimum of 5 - 10 years' experience in the field, with strong expertise in roading engineering principles and processes, particularly in the design, maintenance, and management of sealed and unsealed roads and bridges.

- Solid technical understanding of roading engineering, asset management planning, and forward works programming.
- Proficient Microsoft Office skills, with advanced Excel and Intermediate Word skills.
- Demonstrable experience with RAMM (Road Asset Maintenance Management) databases.
- A commitment to ongoing professional development, and participation in roading-related conferences and forums.
- Excellent verbal and written communication skills.
- Strong time management skills and a high level of personal reliability.
- Physically fit and capable of performing regular fieldwork.
- A current and valid Class 1 New Zealand Driver licence.

Desirable

- Bachelor of Engineering.
- Experience working within a local government environment.
- Experience using electronic data collection devices, such as tablets, for fieldwork.
- Previous people management/leadership experience.

Approval

Roading Engineer

Name

Signature

Date

Chief Executive

Name

Signature

Date