

JOB DESCRIPTION

Job Title	Contract Supervisor
Position Status	Permanent
Business Unit & Team	Service Delivery, Roding
Reports to	Manager, Roding Contracts
Direct Reports	N/A
Base Location	Mangawhai/Dargaville
Salary Grade	Grade 15
Key Internal and External Partners/Customers	External – members of the public, regulatory authorities, operations and maintenance contractors, consultants, and professional service providers. Internal – KDC Staff, Council and Community Boards.

ABOUT KAIPARA

Kaipara te Oranganui. Two oceans, two harbours.

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans and support them to achieve their own. We love what we do and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (teamwork), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

ROLE PURPOSE

The purpose of this role is to support the delivery of Kaipara District Council's roading services by overseeing the day-to-day implementation and compliance of roading maintenance and renewal contracts. It involves collecting, processing, and evaluating information to ensure forward work programmes maintain the roading network to specified service levels, meeting contractual, technical, and safety standards.

The Contract Supervisor provides technical expertise, quality assurance, and supports Area Supervisors, acting as 2IC for the Manager Roding Contracts during periods of extended leave or delegation.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Contract Delivery and Technical Services

- Undertake technical review and approval of contractor estimates and monthly claims in the Roding Asset & Work Management programme. This involves detailed analysis of all contractor claim entries each month, ensuring adherence to contract specifications, quality standards, and the provision of supporting documentation to meet internal audit and external funding requirements.
- Carry out on-site quality assurance monitoring and inspection of completed and estimated works. Validate workmanship and compliance with contract specifications, including field-based testing and verification of data accuracy in AWM to support Council's Asset Management Plan and funding processes.
- Conduct detailed review of monthly work programme estimates submitted by contractors. Assess scope, cost, and prioritization of works to ensure alignment with budget parameters, Council strategic objectives, and delivery of value for money. Make recommendations or change to uphold programme integrity and operational efficiency.
- Provide operational support in the delivery of the maintenance and renewals work programme, and act as a delegate for the Contract Manager and Area Supervisor roles during periods of leave, to ensure continuity of service delivery. This includes responsibility for the timely completion of contract-related tasks such as RFS investigations, site audits, contractor claims, and quality inspections, all in line with monthly targets and performance standards.
- Perform monthly audits of the maintenance contractor's traffic management and health & safety compliance. Identify and report potential risks or non-conformances to support Council's duties as a PCBU and ensure safe delivery of services on the roading network.
- Collect and update field data using digital tools in collaboration with maintenance contractors. Assist in identifying appropriate work treatments and priorities through joint site visits and consensus-based decision-making, ensuring programmes are effectively scoped and reflect current asset conditions and needs.
- Provide support to the Area Supervisor during any emergency situations (including out-of-hours and adverse conditions work).
- Recommend innovative solutions and improved work practices to enhance efficiency, safety, and quality in roading maintenance and renewals, aligned with industry best practice and Council objectives.
- Act as the roading representative for handover inspections of completed capital works projects. Ensure thorough documentation and technical assessment of assets prior to vesting, identify legacy issues, or design gaps, and facilitate resolution prior to Council accepting long-term maintenance responsibilities.

Customer and Stakeholder Engagement

- Support local and regional plans and programmes to deliver the greatest region-wide benefit.
- Active involvement in regional roading infrastructure initiatives.
- Liaise with other teams, business units and external organisations, including regulatory authorities, contractors, suppliers and professional service providers.
- Contribute technical and leadership expertise where needed, taking on tasks and projects as required.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

Customer service

- Provide timely and satisfactory resolutions to customer queries related to Roothing matters.
- Represent Council at public and other meetings as required.
- Proactively and professionally engage and consult with communities and stakeholders.
- Ensure customer service standards are established, resolution performance is tracking positively, and regular reports are produced to measure response times, resolution rates, and customer satisfaction.

KDC CORE RESPONSIBILITIES

Health, Safety & Wellbeing

- Take care of your own health, safety and wellbeing and that of others affected by your work.
- Ensure prompt reporting of all Health and Safety hazards or incidents.

Professional Development

- Participate in monthly and yearly roadmap planning and chats with your manager.
- Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.
- Complete annual mandatory learning.

Other Organisational Responsibilities

- Provide CORE customer experience (connected, open, reliable and easy).
- Champion our values.
- Adhere to our ways of working (WoW).
- Observe KDC policies, procedures and guidelines.
- Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice.
- Maintain records in compliance with the Public Records Act 2005.
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies.
- Other tasks and/or projects as assigned.

COMPETENCIES

Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

SUCCESS PROFILE

Qualifications & Experience

- a New Zealand Certificate or Diploma in Civil Engineering, or a similar roading-related qualification, or willingness to undertake training toward gaining required qualification.
- A minimum of 5 years' relevant experience in road maintenance, construction or sealing.
- Experience in contract management/supervision, including design and construction projects.
- Strong computer literacy.
- Competence utilizing Thinkproject and AWM database software.
- Relevant training in TTM, i.e. Inspector Warrant or STMS level 1 non-practicing (preferable).

Role Specific Skills & Attributes

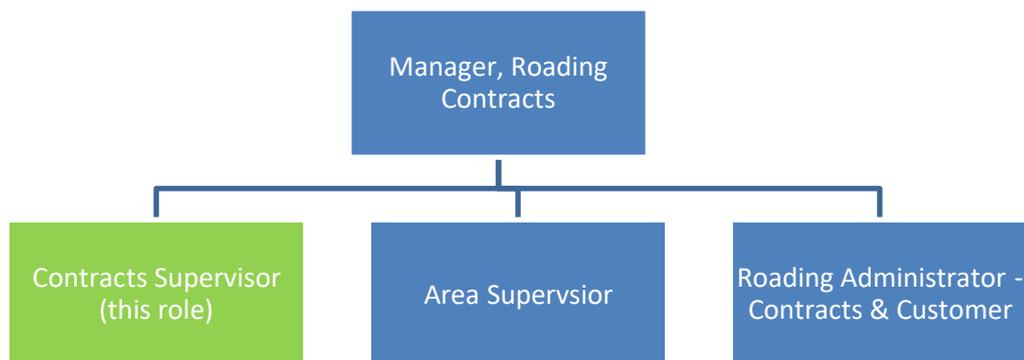
- Ability to build and maintain positive and constructive relationships
- Problem solving
- Adaptability and flexibility
- Attention to detail and accuracy
- Strong negotiation or persuasion skills
- Financial literacy (budgeting, analysis, reporting)
- Cultural awareness

Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a current full NZ Driver Licence
- good physical fitness
- you to be on call, or attend some emergencies outside of core work hours
- you to work on site/in the office at times

ORGANISATION CHART



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY