

# Position Description

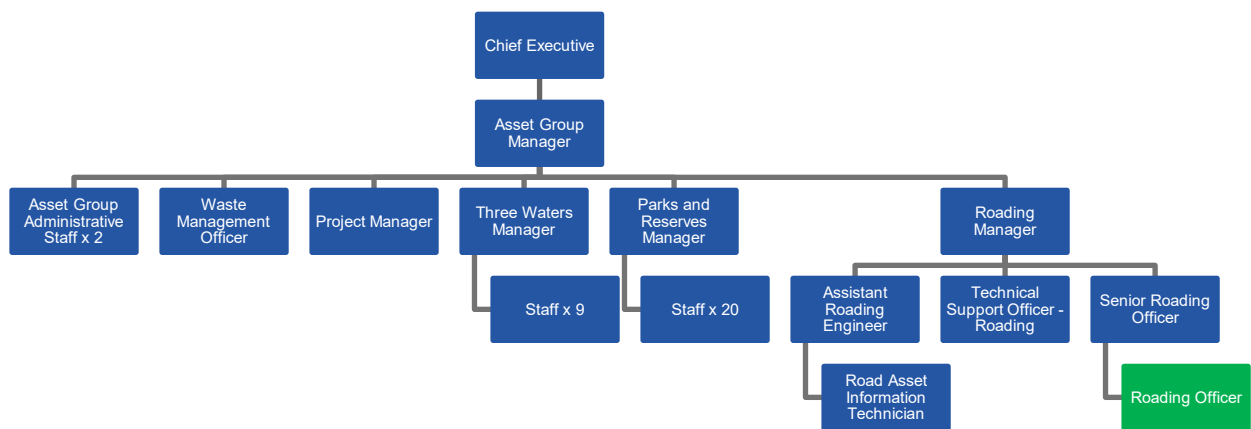
## Position Details

<b>Position title</b>	Roading Officer
<b>Group</b>	Asset Group
<b>Date reviewed</b>	30 April 2026

## Purpose

To assist with the effective management of Waimate District Council’s roading network.

## Structure



## Staff Vision and Values



## Key Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none"><li>• Asset Group Manager</li><li>• Roothing Manager</li><li>• Senior Roothing Officer</li><li>• Roothing Team</li></ul>	<ul style="list-style-type: none"><li>• Contractors</li><li>• Members of the public</li><li>• Utility Organisations</li><li>• Other Road Controlling Authorities</li></ul>

## Key Responsibilities

### Contract Monitoring & Supervision

- Supervise assigned roading contracts in accordance with contract performance standards and specifications.
- Review and verify contractor claims, ensuring compliance with contract conditions and quality standards.
- Build and maintain effective working relationships with contractors, applying a firm, fair, and consistent approach.

### Road Inspections

- Undertake regular inspections of the roading network and record findings using the Mobile Asset and work Manager (AWM) application.
- Identify defects and maintenance requirements across the network.
- Monitor for hazards and ensure compliance with Council bylaws and permit conditions (e.g. private accesses, roadside hazards, vegetation, fencing, and carriageway openings).
- Initiate appropriate actions to ensure safety and adherence to traffic management standards.

### Customer Service

- Investigate and respond to customer requests, complaints, and public enquiries within required response timeframes.
- Provide clear, timely communication and ensure issues are resolved effectively.
- Asset with the Carriage Access Request (CAR) process.

### Inventory & Data Management

- Collect and maintain asset data as required, including seal area measurements, footpath condition, kerb and channel condition, and culvert assessments.
- Validate and update asset information within the AWM system to ensure data accuracy and integrity.

### Traffic Counts

- Undertake fieldwork for traffic count surveys and ensure accurate data collection.

### Other Duties

- Provide support across the Roothing Team and undertake other duties as reasonably required by the Senior Roothing Officer and/or 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	
<b>Accountability</b>	<ul style="list-style-type: none"><li>• Accepts responsibility for own actions and decisions</li><li>• Delivers on commitments</li><li>• Admits mistakes and uses them as learning opportunities</li></ul>
<b>Adaptability</b>	<ul style="list-style-type: none"><li>• Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements</li></ul>
<b>Business ethics</b>	<ul style="list-style-type: none"><li>• Demonstrates integrity, honesty and commitment</li><li>• Models a high level of professionalism and exercises discretion</li><li>• Maintains confidentiality</li><li>• Is prudent in financial dealings</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Communicates messages in a clear, concise and consistent manner</li><li>• Ability to communicate effectively with a wide variety of people</li><li>• Uses the most effective method and style of communication for the audience and situation</li><li>• Utilises effective listening skills and questioning techniques</li></ul>

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

<b>Role Specific Skills</b>	
<b>Decision-making</b>	<ul style="list-style-type: none"> <li>• Identifies and uses various sources of information to make an informed decision</li> <li>• Considers risk factors in decision-making</li> <li>• Uses own judgement and experience to solve problems</li> <li>• Makes decisions on a timely basis</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>• Continually reflects on how things could be done better</li> <li>• Adopts a positive and flexible attitude to improvement, change and challenges</li> <li>• Professionally challenges the status quo</li> <li>• Manages barriers to innovation and improvement</li> </ul>
<b>Project management</b>	<ul style="list-style-type: none"> <li>• Scopes projects effectively and secures necessary resources to achieve agreed outcomes</li> <li>• Demonstrates resilience and able to maintain performance over an extended period</li> </ul>

## Knowledge, Qualifications and Experience

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### Essential

- Substantial experience in roading maintenance and construction, including contract supervision and network inspections.
- Demonstrated knowledge and practical experience in:
  - Management of unsealed and sealed pavements, and footpaths
  - Drainage works associated with roading infrastructure
  - Civil works contract management, including familiarity with NZS 3910 (or equivalent)
- Proficiency in Microsoft Office applications.
- Experience using Asset/Works Management (AWM) systems.
- Strong written and verbal communication skills.
- Physical fitness appropriate for regular field-based work.
- A current, full Class 1 Driver Licence.

### Desirable

- Experience working within Local Government.
- Basic surveying and design experience.
- Current Site Traffic Management Supervisor (STMS) certification.
- Experience using electronic data capture or recording devices.
- Familiarity with the Corridor Access Request (CAR) process
- Experience with electronic recording devices
- Previous experience with the CAR process

## Approval

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### Roading Officer

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Name

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Signature

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Date

### Human Resources Manager

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Name

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Signature

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Date