

<b>Position:</b>	Roading Manager	<b>Department:</b>	Assets
<b>Reports to:</b>	Director - Assets	<b>Date:</b>	February 2024

## Purpose of position

- Effectively manage the roading infrastructure to ensure a safe, efficient and reliable transport network that meets community and ratepayer expectations.
- Provide leadership in the application of sound asset management practices across the roading portfolio.
- Oversee the roading business unit to ensure effective delivery of the physical works programme.
- Manage roading budgets to ensure funding is allocated efficiently, costs are controlled, and projects are delivered on time, within scope and to required standards.
- Maintain strong relationships with Waka Kotahi NZTA to secure funding for roading activities and pursue additional government funding opportunities as they arise.

## Key Accountability Areas

1. Planning and Programming.
2. Contract Procurement and Management
3. Operational Management.
4. Asset Data Management
5. Team Management
6. Customer Response Management
7. Compliance with Roding policy
8. Design Services
9. Health and Safety
10. Civil Defense
11. Other duties

## Accountabilities

### 1. Planning And Programming

*Ensuring programmes are consistent with Asset Management Plans and providing input into Council's strategic plans and budgets.*

#### Key Outcomes

- Ensure appropriate and timely input is provided for the development of the Long Term Plan, Annual Plans, budgets and other Council documents.
- Ensure operational and maintenance programmes align with the Long Term Plan..
- Deliver clear, timely, and accurate written and verbal reports to Council as required.
- Prepare and present discussion papers to elected members on current or emerging issues that may impact the roading network.
- Review and update roading bylaws and policy documents in accordance with legislative and Council requirements.

#### Performance Indicators

- Input into the Long Term Plan, Annual Plans, budgets and other Council documents is delivered within required deadlines, with information that is accurate, complete, and aligned with organisational priorities.
- Operational and maintenance programmes clearly reflect the priorities and direction of the Long Term Plan, and planned activities are delivered within agreed timeframes and budgets.
- Reports delivered on schedule, meet Council expectations for clarity and quality, and clearly communicate issues and recommendations in a way that is easily understood by Elected Members.
- Bylaws and policy updates are completed on time, meet legislative requirements and obtain the necessary Council approvals.

## **2. Contract Procurement and Management**

*Effective management of contracts.*

### **Key Outcomes**

- Procure, manage, and award contracts in full compliance with Council's procurement policy and agreed timelines.
- Deliver physical works programmes - including design, construction, and consultant engagement - on schedule and to required quality standards
- Provide timely and accurate reporting on contractor performance against agreed KPIs and contract requirements.
- Effective project management and resource planning, e.g. Resource Consents, to ensure projects are delivered on time and within budget

### **Performance Indicators**

- Successful implementation of contracts on time and within budget
- Procurement complies with Council's procurement policy and those of Waka Kotahi NZTA.
- Compliance with applicable codes, practices, and policies.
- Monthly reporting to Council is maintained.
- Resource Consent applications are undertaken in a timely manner

## **3. Operational Management**

*Ensure successful operation of the roading activity and oversee the management of Road Network Maintenance Contracts.*

### **Key Outcomes**

- Deliver the Network Maintenance Contract in accordance with agreed time, cost, and quality requirements.
- Lead monthly contract meetings and ensure actions are recorded and completed.
- Ensure roading operations run efficiently and effectively with minimal service disruption.
- Prepare and submit maintenance programmes and strategies collaboratively and on schedule with the roading maintenance contractor.
- Provide effective oversight of maintenance and renewal works to ensure compliance and quality outcomes.

### **Performance Indicators**

- Road Network Maintenance Contracts are delivered successfully and within agreed time, cost, and quality requirements.
- Contract meetings and ensure actions are recorded and completed promptly and accurately.
- Levels of service and monthly performance measures met.
- Maintenance programmes and strategies are prepared collaboratively with the roading maintenance contractor and submitted on time.
- Programmes align with network needs, asset management principles, and funding constraints, planned maintenance activities are delivered within scheduled timelines.
- Maintenance and renewal works are monitored to ensure compliance with technical standards, safety requirements, and contract specifications. Work quality is consistently evaluated, with deficiencies rectified promptly and progress reporting is accurate, timely, and supports informed decision-making.
- Budgetary restraints are well understood and adhere to with any breaches reported and authorised.

## **4. Asset Data Management**

*Lead the effective management of Roothing assets data.*

### **Key Outcomes**

- Maintain an accurate asset database by ensuring all asset information is current, validated and updated in a timely manner.
- Lead the timely development of the Roothing Activity Management Plan and Long Term Plan programmes, including the identification of prioritised projects.
- Deliver the roading asset revaluation process on schedule and in compliance with required standards and methodologies.
- Develop and manage renewal and capital expenditure budgets, ensuring performance measures and financial targets are consistently achieved.

**Performance Indicators**

- Asset database is current, validated, and updated in a timely manner
- Rooding Activity Management Plan and Long Term Plan are delivered accurately and on time.
- Reading asset revaluation is delivered to meet audit and legislative timeframes.
- Asset database is used for the development of forward works programmes

**5. Team Leadership**

*Lead staff and ensure an effective and efficient service to all customers and key stakeholders (internal and external).*

**Key Outcomes**

- Provide effective day-to-day leadership and support to direct reports.
- Set clear performance goals, provide coaching, support training, and facilitate ongoing development of staff knowledge and skills.
- Foster a collaborative, positive, and high-performing team environment.

**Performance Indicators**

- Staff understand priorities; work is delivered efficiently; issues are addressed promptly; team performance remains consistent.
- Performance goals established on time; regular coaching sessions held; training plans implemented; observable growth in capability.
- Positive staff feedback on team engagement levels; effective collaboration; minimal conflict; shared achievement of goals.

**6. Customer Response Management**

*Interaction with community over projects or general rooding enquiries.*

**Key Outcomes**

- Enquiries and complaints are dealt with appropriately.
- Information and assistance is provided to the public on the rooding network.
- Prepare reports for street events which require road closures

**Performance Indicators**

- Road closures for street events are effectively communicated and managed
- Good public image is maintained
- Customer responses are within the agreed timeframes and SDC's Customer Services Charter

**7. Compliance with Rooding Policy**

*Ensure compliance with all rooding policies.*

**Key Outcomes**

- Administer Council rooding policies consistently, appropriately, and in accordance with approved procedures.
- Lead the assessment and provision of transportation effects for consent applications to ensure network impacts are accurately identified and managed.
- Liaise effectively with the regulatory team on matters affecting the reading network, including breaches of Council bylaws such as parking and abandoned vehicles.

**Performance Indicators**

- Compliance with policy requirements; accuracy of decisions; timely processing of requests and enquiries.
- Quality and completeness of assessments; delivery within statutory timeframes; minimal need for rework or additional clarification.
- Timeliness of communication; level of collaboration; resolution of bylaw-related issues; reduced reoccurrence

## 8. Design Services

### Key Outcomes

- Manage the engagement of external consultants to ensure effective delivery of specialist advice and project outcomes.
- Ensure approved plans and designs are submitted to Council accurately, on time, and in accordance with required standards
- Maintain up-to-date as-built plans and engineering drawings to ensure currency and compliance.
- Review and update contract documents as required to ensure accuracy, clarity, and alignment with project and procurement requirements

### Performance Indicators

- Consultants engaged within required timeframes; quality of deliverables; adherence to contract term and in accordance with Council's and NZTA's Procurement Policies.
- Timeliness and accuracy of submissions; compliance with Council specifications; minimal rework required.
- Frequency and accuracy of updates; alignment with legislative or policy requirements; timely incorporation of changes, Council Plans and drawings are kept up to date
- Quality and completeness of contract documents; timely updates; reduced contract variations caused by documentation errors.

## 9. 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.

## 10. 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.

## 11. Other Duties

### Key Outcomes

- Record management responsibilities are undertaken as outlined in Council's Information Management Policy.
- Processes are recorded and updated as needed.
- Monthly reports are completed within allocated 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.

## Principal Relationships

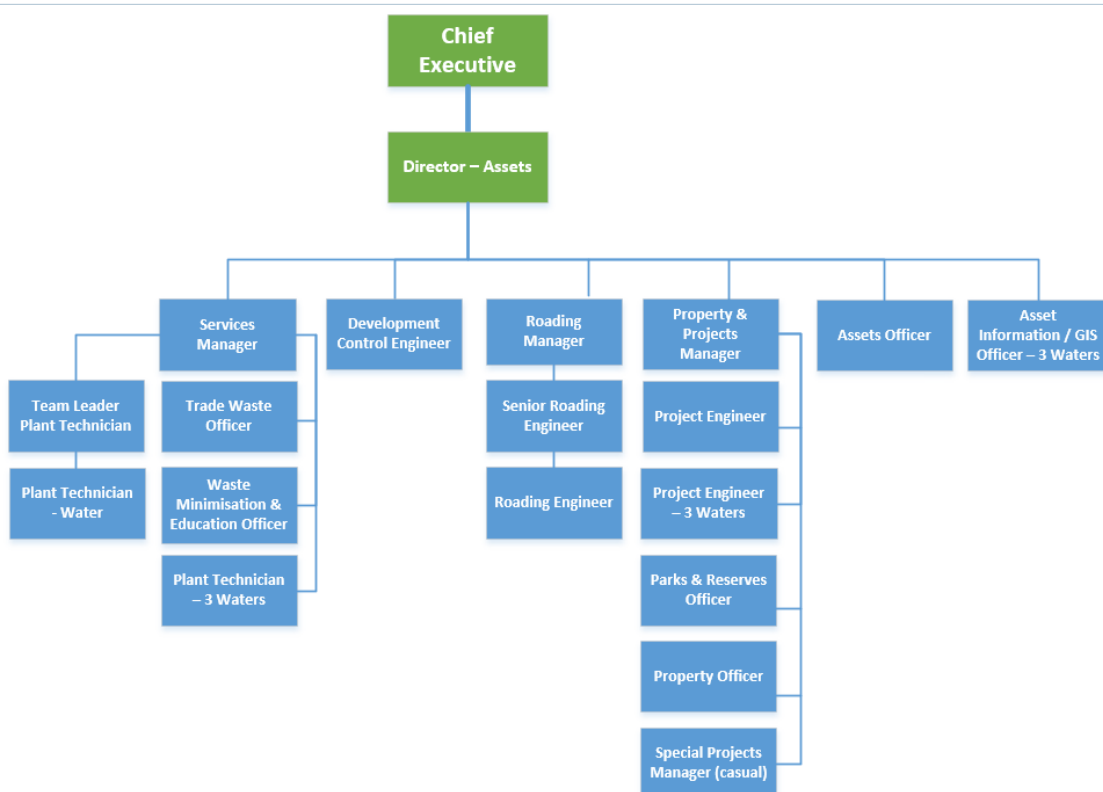
### Internal

Management Team  
All Staff  
Elected Members

### External

Public  
Local and Territorial Authorities  
Consultants  
Contractors

## Structure Chart



## Ideal Person Specification

### Education/Qualifications

- Has NZCE or Diploma Civil or Rooding or another relevant tertiary qualification.

### Job Knowledge

- Preferably has recent relevant experience in local government.
- Has up to ten years' experience in road maintenance, construction, or sealing contract management/supervision.
- Competent in Microsoft suite of programmes.
- Competent in AutoCAD.
- Understanding and commitment to asset management processes and procedures, preferably has used RAMM.
- 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 manage contracts for both capital items and ongoing roading programmes.
- 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.
- Organising – can manage multiple activities at once to accomplish a goal and can marshal resources to get things done. A self-starter who is methodical and well organised.
- Quality results - strong time management skills.
- Teamwork - demonstrates an ability to work well in a team.