

Position:	Senior Roothing Engineer	Department:	Assets
Reports to:	Roothing Manager	Date:	March 2026

Purpose of position

- Oversee the effective planning and delivery of roading projects, ensuring they align with financial objectives and asset management goals.
- Provide engineering expertise and support for the Roothing Professional Services business unit.
- Offer mentorship and day-to-day guidance to the Roothing Engineer, ensuring quality and consistency across activities.

Key Accountability Areas

1. Capital Works Planning, Procurement and Contract Management
2. Road Network Maintenance Contract
3. Asset Data Management
4. Team Management
5. Customer Response Management
6. Compliance of Roothing policy
7. Design Services
8. Traffic Management Plan approvals and Auditing
9. Health and Safety
10. Civil Defense
11. Other duties

Accountabilities

1. **Capital Works Planning, Procurement and Contract Management**
Effective planning, programming, procurement, and delivery of Roothing projects

Key Outcomes

- Undertake effective project and resource planning to ensure quality, timely, and on-budget delivery.
- Prepare, tender, evaluate and award roading project contracts in line with procurement policy and other partner-agency procurement requirements.
- Manage delivery of physical works programmes, including design, construction and consultant coordination.
- Provide clear, timely project status reports covering progress, risks, and mitigations.
- Lead all stakeholder engagement within project timeframes.
- Monitor and report on contractor performance

Performance Indicators

- Projects meet agreed time, cost and quality targets with required consents secured on schedule.
- All roading contracts are completed through fully compliant procurement processes.
- Physical works are delivered to specifications, with milestones achieved as programmed.
- Reports are submitted on time and consistently provide accurate, actionable information.
- All required stakeholder are completed on schedule with documented outcomes.
- Contractor performance reviews are completed as scheduled, with issues identified and resolved promptly.

2. **Road Network Maintenance Contract**
Provide support to the management of Road Network Maintenance Contracts.

Key Outcomes

- Provide assistance to the Roothing Manager in relation to Network Maintenance Contracts, including claims processing and programme approval.
- Participate in monthly contract meetings.
- Oversee the physical works undertaken by the maintenance contractor.

Performance Indicators

- Roothing Manager is well-supported in the management of Road Network Maintenance Contracts
- Roothing Manager is kept informed of any contractual issues that may arise

3. Asset Data Management

Contribute to the effective management of Roothing assets.

Key Outcomes

- Ensure the Asset and Work Manager (AWM) database maintains complete and accurate asset information, including verification of data captured by contractors.
- Assist the Roothing Manager with development of the Roothing Activity Management Plan (RAMP) and Long Term Plan (LTP) programmes and project identification
- Provide data and information for reporting as required
- Coordinate the revaluation of the rooding assets as required
- Ensure the development and management of renewal and capital expenditure budgets and performance measures.

Performance Indicators

- AWM data remains accurate and up-to-date, with all contractor inputs verified.
- RAMP and LTP inputs are delivered on time, accurate and support well-justified programme and project development.
- Required data is provided accurately and on time for all reporting deadlines.
- Asset revaluations are completed on schedule with fully compliant and audit-ready documentation.
- Renewal and capital budgets are well-developed, monitored and consistently track within approved financial parameters
- AWM is used for the development of forward works programmes such as reseals and pavement rehabilitation projects, including the development of theoretical pavement replacement profile as required.

4. Team Leadership

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

Key Outcomes

- Day to day leadership of direct reports.
- Establish performance/goals, coach performance, provide training and facilitate the development of others knowledge and skills.
- Foster teamwork.

Performance Indicators

- Feedback from staff.
- Availability of fully trained staff

5. 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

6. Compliance with Roothing Policy

Assistance is provided to the Roothing Manager with administration and compliance matters.

Key Outcomes

- Assessment is provided of transportation effects of various consent applications.
- Administer Council Policies in relation to the Rooding Activity

Performance Indicators

- Accurate and timely engineering assessments of consent applications
- Liaison with Council's Planner for assessment of building an resource consents and signoff of all necessary certifications (i.e. section 224c signoff).

7. Design Services

Ensuring preparation of plans is completed to the required standard.

Key Outcomes

- Manage the engagement of external consultants
- Approved plans/designs submitted to Council
- Ensure that Council Plans, District Plan and drawings are updated.
- Review contract documents and amend as required

Performance Indicators

- Engagement with External consultants is undertaken in accordance with Council's Procurement Policy.
- Council Plans and drawings are kept up to date
- Consultants' performance is monitored and reported to Rooding Asset Manager as required

8. Traffic Management Plan Approvals and Auditing

Oversee the approval of Traffic Management Plans submitted for work activities undertaken within the road reserve and other associated activities.

Key Outcomes

- Ensure the approval of traffic management plans (TMP) in AWM (Submitica).
- Oversee Services Co-ordination meetings.
- Undertake on-site audits to ensure the approved TMP is in place.
- Ensure reinstatement of excavations are in accordance with New Zealand Utilities Advisory Group (NZUAG) guidelines and specifications.

Performance Indicators

- TMP approvals are kept up to date in Submitica.
- At least two TMP audits are undertaken monthly.
- Monitor reinstatements and close Corridor Access Requests (CAR) which have passed the defects liability period of 2 years.

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

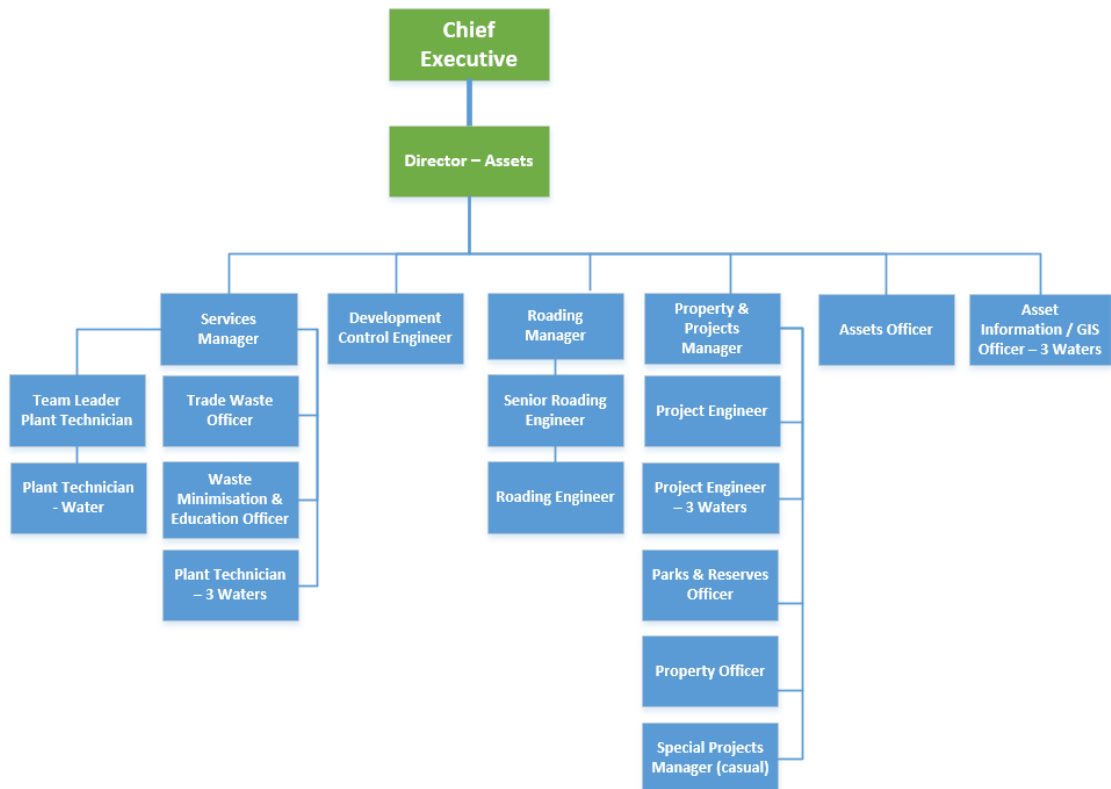
Internal

Roading Manager
Management Team
All Staff
Elected Members

External

Public
Local and Territorial Authorities
Consultants
Contractors
Planning and Regulatory Staff

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.
- Competence in Microsoft suite of programmes.
- Competence in AutoCAD.
- Understanding and commitment to asset management processes and procedures, preferably has used AWM.
- 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.