

JOB DESCRIPTION

Job Title	Infrastructure Field Officer, Corridor
Position Status	Permanent
Business Unit & Team	Service Delivery, Roding team
Reports to	Manager, Roding
Direct Reports	N/A
Base Location	Mangawhai/Dargaville/Whangarei
Salary Grade	Grade 12
Delegations	N/A
Key Internal and External Partners/Customers	Customers, Contractors, Regulatory Authorities, Utility providers, New Zealand Transport Authority (NZTA)

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 (team work), 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

To facilitate access to the district's road corridor by processing and managing vehicle crossings and all Corridor Access Requests (CARs) and Traffic Management Plans (TMPs) in support of KDC's roading contractors and infrastructure activities.



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

KEY RESPONSIBILITIES

Vehicle Crossings	• Undertake Desktop evaluations on VCs and update VC files. • Work alongside contractors and Issue Vehicle Crossing Permits, inspection notes and final sign offs. • Liaison for Inspector bookings, follow up property file updates or signoffs. • Liaise with i.e. Inspectors or Engineers on customer queries. • Work with customers and contractors to resolve issues including on-site presence as required. • Request bonds where necessary. • Prepare and issue invoices related to vehicle crossing applications and inspections.
Corridor Access Requests (CARs) and Traffic Management Plans (TMPs)	• Process and manage all corridor access requests (CARs) and Traffic Management Plans (TMPs). • Track and update request status as required. • Ensure all documentation is accurately completed and compliant with regulatory standards. • Co-ordinate with stakeholders for necessary information and approvals. • Ensure timely and proper communication with stakeholders, community, contractor and internal staff regarding road closures and events. • Prepare and present road closure reports for approval as required. • Undertake onsite inspections and audits when necessary and in alignment with skill and knowledge. • Prepare and issue invoices related to CARs and TMP approvals or inspections.

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



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY

- 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

SUCCESS PROFILE

Qualifications & Experience

- Roading maintenance, construction, and site traffic management knowledge will be an advantage.

Role Specific Skills & Attributes

- Friendly approach
- Ability to work effectively unsupervised
- A high desire to get the best outcomes for our community
- Ability to build and maintain positive and constructive relationships
- Problem solving
- Excellent time management
- Attention to detail and accuracy
- Proficient in Microsoft applications: Word, Excel, and Outlook

Other Role Requirements

This role requires:

- regular travel across the Kaipara region
- a full NZ Driver License
- good physical fitness
- to be on-call weekends or after-hours as required



Whakate
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahī
TEAM WORK

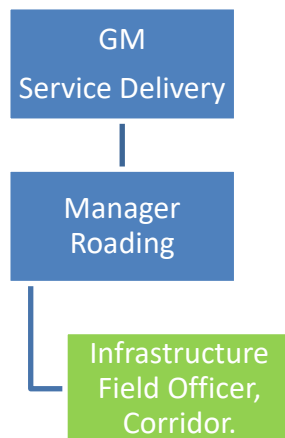


Pono
TRUSTWORTHY



Mana
INTEGRITY

ORGANISATION CHART



Whakaute
RESPECT



Mahia te mahi
MAKE IT HAPPEN



Mahi tahi
TEAM WORK



Pono
TRUSTWORTHY



Mana
INTEGRITY