

Position Description

Position Title:	Roading Renewal Contract Engineer
Reports To:	Roading Asset and Renewal Manager
Responsible For:	N/A
Group and Team:	Consenting and Environment – Transport and Roding
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To support the Manager in the planning, delivery and continuous improvement of Council's roading renewals programme by providing engineering expertise, contract management, technical oversight and asset planning support.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Renewal Programme Planning and Delivery

- Support the Manager in developing and implementing annual and long-term roading renewal programmes.
- Contribute to the development and maintenance of the Forward Works Programme, ensuring alignment with strategic objectives, budgets and asset management plans.
- Assist in scoping, planning and delivering renewal projects based on asset priorities established through council's asset management processes.
- Support the preparation of annual works programmes, business cases and funding applications.
- Monitor programme delivery and provide recommendations to address emerging risks, issues and opportunities.

Contract Management and Engineering Supervision

- Assist with the procurement, administration and management of roading renewal contracts.
- Monitor contractor performance to ensure compliance with contractual, technical, quality, environmental and safety requirements.
- Undertake contract supervision activities including site inspections, quality assurance reviews and verification of completed works.
- Review and assess contractor programmes, methodologies and claims and assist with managing variations, contract issues and project risks.
- Support successful project delivery by working collaboratively with contractors, consultants and internal stakeholders.
- Ensure renewal projects are delivered on time, within budget and to the required quality standards.

Technical Engineering and Network Improvement

- Provide engineering advice on transport asset renewal projects.
- Apply asset condition and performance information to support renewal project planning and delivery.
- Assist with investigations into asset performance, failures, and network resilience.
- Provide practical insights from renewal programme delivery to support future network planning and asset sustainability initiatives.
- Contribute technical expertise to future network planning and infrastructure improvement initiatives.

Asset Information and Performance Monitoring

- Support the collection and interpretation of asset condition and performance information required for renewal planning and programme delivery.
- Assist in maintaining renewal programme records and project information within Council systems.
- Analyse renewal performance and delivery outcomes to support continuous improvement.
- Prepare reports and provide information to support management, Council and NZTA reporting requirements.

Stakeholder and Relationship Management

- Develop and maintain effective working relationships with contractors, consultants, NZTA and internal stakeholders.
- Participate in project meetings and technical workshops.

- Provide professional and timely advice to colleagues and stakeholders on renewal programme matters.
- Respond to customer and stakeholder enquiries relating to renewal projects as required.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this position and are used to assess an applicant's suitability for the role and the incumbent's performance in the position.

Education and Qualifications

Essential:

Post-Graduate degree in asset management, engineering, information systems, data analytics, or a related discipline
Current Full New Zealand Driver Licence

Desirable:

Training or certification in RAMM, GIS, or asset management systems

Knowledge, Skills and Experience

Essential:

A minimum of four to six years' experience in transport, roading, civil infrastructure or asset data management, analysis and reporting.
Experience supporting roading renewal programmes
Experience in contract administration and infrastructure project delivery
Strong analytical and problem-solving skills, with high attention to detail and data accuracy
Good understanding of asset management principles and transport infrastructure data requirements
Strong capability in data management, reporting, and analysis
Ability to interpret and present technical information clearly and effectively
Strong organisational skills, with the ability to manage multiple priorities and deadlines
Collaborative approach with effective relationship management and communication skills
Experience working with asset management systems such as RAMM, GIS, or similar infrastructure management platforms
Experience in data analysis, reporting, and database management within infrastructure, transport, or asset-intensive environments
Experience supporting condition assessment programmes, asset reporting, or maintenance planning activities
Experience using reporting and analysis tools such as Excel, Power BI, or similar software

Desirable:

Experience within local government, transport, or infrastructure environments

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.