

Roading Projects Engineer

UNIT/TEAM

Infrastructure Services Group

REPORTS TO

Roading Projects Team Leader

ROLE PURPOSE

As a member of the Roding Services team this role is responsible and accountable for investigation, planning, designing and delivering transport projects. This includes providing excellent project management and engineering of Council's roading projects from the concept and design stage through to completion.

COUNCIL'S VISION

Working together to take Horowhenua from good to great.

COUNCIL'S MISSION

In achieving our vision we will ensure that we are working towards:

- Customer Excellence
- Operations Excellence
- Product Excellence
- People Excellence

OUR VALUES

Greatness	We never settle until our good is better and our better is great!
Real unity	We make it happen, together!
Energy	We use our energy to perform and succeed!
Achievement	We deliver exceptional results!
Trust	We create trust by living with integrity!

KEY RESULT AREAS

KEY RESPONSIBILITIES	SUMMARY OF OUTCOMES
Assist the Roding Projects Team Leader in the delivery of roading projects	<p>Ensure Council's roading projects are managed in an effective and efficient manner.</p> <p>Undertake investigation and develop designs for a range of Infrastructure projects including car parks, minor safety improvements, storm water systems, pavement rehabilitations, etc. Either the ability to utilise AutoCAD Civil 3D for drafting and design. Extent of drafting work will cater to the level of user's initial skill level with further training to be provided if desired</p> <p>Ensure minimum levels for quality, safety, environmental and value for money are achieved.</p> <p>Assist with managing budgets, estimates, and claims of a successful roading capital works program.</p> <p>Accurate professional advice is provided on all roading and associated matters.</p> <p>Contracts are managed to ensure successful outcomes.</p> <p>Conducting comprehensive public engagement and consultation with stakeholders.</p> <p>Asset and condition data is captured and stored as agreed with the Roding Projects Team Leader.</p> <p>Works and projects are managed so they meet operational needs in a timely way.</p>

<p>Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.</p>	<p>Continuously improve technical skills and stay up to date on technology advancements in the industry</p> <p>Additional tasks, duties or responsibilities as directed by the manager.</p> <p>Assist any other department of Council when required and as agreed.</p> <p>Participate and contribute to management support initiatives.</p> <p>Process all Council information as per approved electronic records management system and procedures.</p>
<p>Customer Focus</p>	<p>Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders</p>
<p>Organisational Support</p>	<p>Participate in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop and maintain professional knowledge and contacts.</p> <p>Participates in Council's performance management programme.</p>
<p>Occupational Health and Safety</p> <p>Take all reasonable practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with HDC's Health and Safety Policy</p>	<p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported through the HDC health & safety programme PeopleSafe.</p> <p>Emergency procedures are followed.</p> <p>Actively participates in improvements to, and ongoing management of health and safety in the workplace.</p> <p>Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled worksites.</p> <p>Safe work practices are demonstrated.</p>

DELEGATIONS

Direct Reports	No	
Financial	<p>Annual Operating budgets would apply as approved by the Chief Executive Officer.</p> <p>Will exercise formal delegations in relation to operational, staffing and budget as assigned by the Chief Executive Officer.</p> <p>Financial delegation is \$20,000 for capital expenses within an approved budget and to be confirmed for capital expenses within an approved budget.</p> <p>Statutory delegation would apply as approved from Council from time to time.</p>	
Warrants Required:	TBC	
Legislative Function:	Legislation and/or Bylaw	Section and/or Bylaw

COMPETENCIES

A successful Rooding Projects Engineer at HDC will demonstrate the following competencies:

- **Problem Solving** - Demonstrates the ability to gather and analyse technical data, develop options and conduct objective multi criteria analysis of options.
- **Communication** - Communicate in a clear, confident and articulate manner. Is able to build and maintain relationships with key Council stakeholders including contractors, investment partners and Iwi.
- **Implementation** - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.
- **Resilience** - Remains calm, composed, and optimistic in stressful or high pressure situations.
- **Self-Insight** - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
- **Strategic Agility** - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
- **Business Acumen** - Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.
- **Teamwork** - Supports and collaborates with team members to achieve targets.
- **Mental Power** – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts.

EXPERIENCE/QUALIFICATIONS

Essential:

- Holder of an Engineering degree (Bachelor of Engineering, Bachelor of Science – Engineering or higher)
- Experience in construction (Contractor, Consultant or Local Authority)
- Working knowledge of all relevant NZTA technical specifications, Austroads design guidelines and contract administration specifically NZS3910:2013 and similar.

- CAD/drafting skills
- Willingness to undergo pre-employment checks and screenings such as psychometric assessments, drug- and alcohol testing, etc.
- A current and valid NZ driver's license

Job Specific Knowledge and Skills:

- Local Government Act
- Resource Management Act
- Sound knowledge of local government procedures, protocol and policies
- Ability to analyse and establish new policies and procedures
- Ability to communicate in at least English on an advanced level.
- Should have an advanced knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Presentation and communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written, oral and visual media.

KEY RELATIONSHIPS

Internal:

- Members of the Roading Department
- Members of other Infrastructure Services Departments (Communication and consultation as required – Thus providing more cost effective solutions to council as a whole)
- Members of Strategic Partnerships & Community Services Departments (Advise of best practice, media releases/public liaison and input to roading specialist projects).
- Other Council Managers and staff
- Mayor, Councillors and Community Board Members

External:

- Public (Notification/consultation for projects and investigating/resolving complaints/CRMs)
- Contractors/Service Providers (Procurement and management to achieve desired outcome for HDC)
- Neighbouring Local Authorities and Regional Council (Actively seek information and progress collaboration opportunities)
- NZTA Waka Kotahi, Kiwirail and other Central Government Departments (Liaise and collaborate with as appropriate)