

Position Description

Position Title

Transport and Infrastructure Engineer

Location

Grey District Council, 105 Tainui Street

Contract Type

Permanent Full Time

Date

07/03/2022

How we make a difference (Our Values)



Be the Customer



Think excellence



Do the right thing



Be Integrity



Lead, together

Grey District Council Services

Customer & Community

Customer Experience
Community Events, & Recreation Facilities



People & Capability

Human Resource & Health, Safety and Wellbeing



Chief Executive

Executive Office
CE, Mayor & Leadership Support

Operations

Building, Compliance, Utilities, Transport, & Civil Defense



Strategy, Policy & Corporate

Corporate support and Performance, Finance, Policy, Engagement, Planning & ICT



Position Details

Purpose of Position

The primary purpose of this role is to work as part of the engineering team to support, maintain and actively participate in the development of our services, and to ensure we are operating effectively, efficiently in alignment with our business outcomes.

Core responsibilities assist the Transport and Infrastructure Team and from time-to-time other Infrastructure Operations Services staff with the following key areas of responsibility; land transport, permits, airport, cycle trails, street and rural address property Identification (RAPID) numbers, and road safety.

Other responsibilities include assisting with the management of road asset management maintenance system and water services maintenance management. This role also provides assistance as required for all other Transport and Infrastructure team members, including traffic management plan processing, development infrastructure engineering processing, coordinating and Land/Project Information Memorandum processing.

Key Relationships

Responsible to

Senior Transportation & Infrastructure Engineer

Responsible for

N/A

Internal

- Chief Executive
- Executive Leadership Team Members
- Operation Team
- Transportation & Infrastructure Team
- All Council Staff

External

- Customers and Ratepayers
- Consultants and Contractors
- Other Councils
- Other Roading and Utility Agencies

Limitations on Authority

The incumbent will, apart from the responsibilities set out herein, have all the powers/responsibilities delegated to them by the Chief Executive Officer, or Council through the Chief Executive Officer as listed in Council's Delegations Manual.

Notwithstanding delegations set out in the Delegations Manual, the following delegated authorities will apply (refer to Delegations Manual for current limitations):

- Issue of purchase orders: up to \$5,000 inclusive of GST where the expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.
- Authorisation of invoices: up to \$5,000 inclusive of GST where expenditure does not exceed operational budgets, nor reasonably foreseen to exceed operational budgets for financial year.

Key Result Areas

KPI (area of responsibility)

Engineering Input of Transport and Infrastructure

Provide assistance with Land Transport and Infrastructure (includes Roads, Bridges, Footpaths, Street Lights, Kerb and Channel, traffic services, Culverts etc.) allocation of street and rural address property identification numbers and road safety (including administration and traffic management plans), aerodrome, cycle trails, forestry, district gravel quarries, car parks and parking signs (on and off road) and street/road signs and names.

Geographical Information Systems & Asset Management

Assistance provided with road asset and water services management system, deterioration modelling and other paper and electronic management systems (e.g., RAMM, database and spatial (GIS).

Resource Consents, Land Information and Project Information Memorandums

Contribute to the processing of Project Information and Land Information Memorandums and Resource Consents (Development Engineering), Traffic Management Plan processing and Monitoring of TMP's throughout the district as a representative of the Road Controlling Authority.

Management of Drawing Office and Design Solutions

First point of contact for drawing office enquiries and either actions or assists other team members to action service requests and correspondence within specified time frames for areas of responsibility.

Provide full design solutions for all projects up to components of major maintenance, operations, capital and renewal works including survey, investigation, design, plan drawing and contract administration.

General Tasks, Project/Contract Management and Budget and Financial Management

Assist Transport Team, Managers, other Engineers and Group Manager by completing assigned tasks and projects on time by implementing the principle of Project/ Contract Management and Budget/Financial Management.

Carry out field surveys, contract monitoring, project management, design and set out including recording of asset additions, disposals and condition rating.

This position involves:

Travelling long distances, driving work cars and four-wheel drive vehicles, occasionally spending periods of time away from home, responding to emergency situations within and outside normal work hours, office work, being on call 24-7 when Transport Leaders and/or Roding Officer on leave, and working outside in all weather conditions and entering work areas where there are likely to be significant hazards.

Measure (successful when)

Contributes to the successful operation, maintenance, renewal, improvement and emergency management of transport and infrastructure and community facilities and associated activities.

Information is complete and accurate and remains up to date at all times. Updating time frames will be dependent on the nature of the asset and to be agreed with the person the position holder reports to but shall be no less than annual updates.

Professional advice provided covers all aspects and identifies all issues relating to the areas of responsibility.

Drawing office is run efficiently and is clean and tidy.

Service requests are actioned within time frames agreed.

All work carried out, presented and completed is to a standard that would be expected of any other reasonably competent person with similar qualifications and experience.

Assigned projects are completed within agreed time frames with the person the position holder reports.

All work carried out, presented and completed is to a standard that would be expected of any other reasonably competent person with similar qualifications and experience.

Person Specification

Education / Qualifications

NZ Certificate in Engineering/ Diploma or similar
2 years civil engineering experience preferable
Must hold a current NZ Driver licence.

Knowledge / Experience

Knowledge in NZ legislation mainly related to Local Government e.g Local Government Act, Resource Management Act, Land Transport Act, Traffic Control Devices Rule, Road User Rule.

Computer Aided Design, Information and Operating Systems (Graphical & Text)

Working knowledge of asset management tools.

Basic to mid-level Civil Design and Draughting is desirable

Quantity Surveying experience / understanding is desirable

Contract Management/Project Management experience is desirable

Positive attitude and commitment towards serving the community.

Discretion and an understanding of confidentiality issues.

Acts with honesty, integrity and trust.

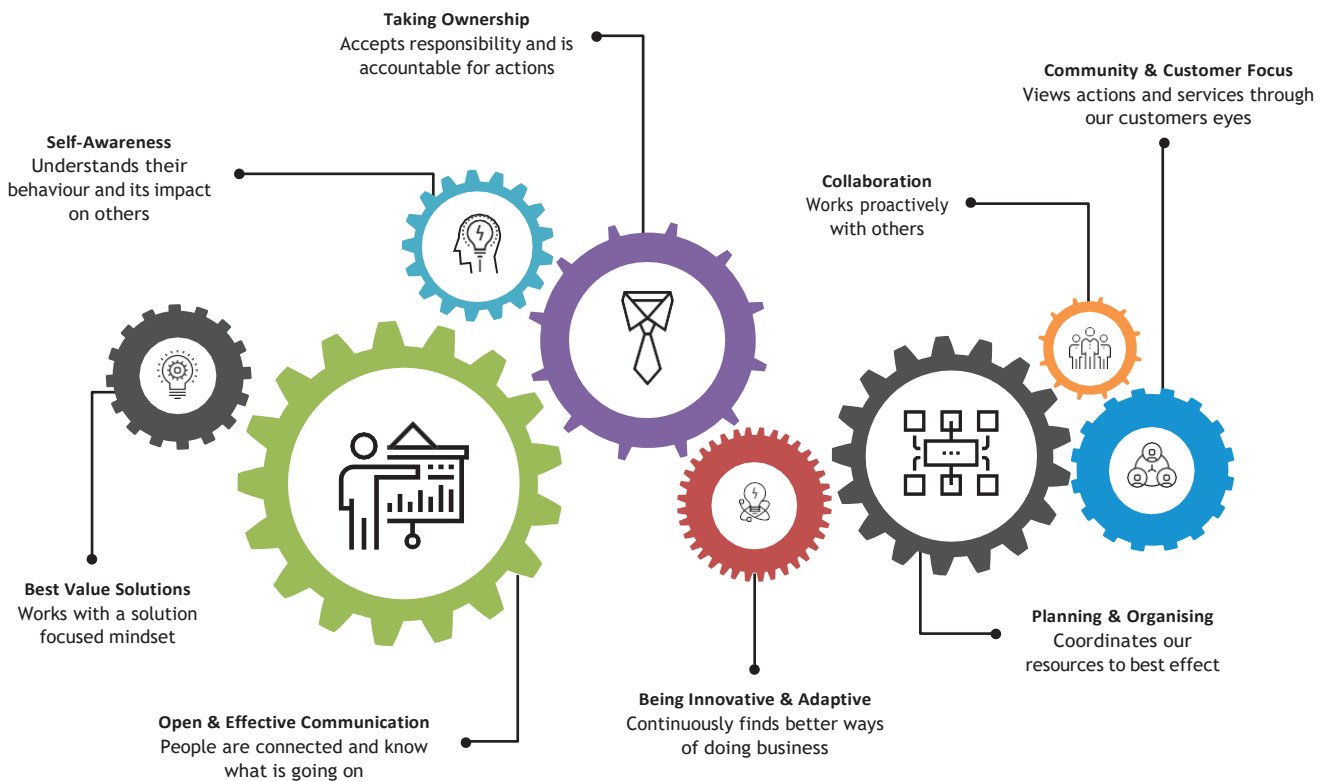
Excellent communication skills, including the ability to problem solve and effectively convey information to the public.

This position involves:

- Travelling long distances
- Driving work cars and four wheel drive vehicles
- Occasionally spending periods of time away from home
- Responding to emergency situations within and outside normal work hours
- Office work
- Being on call 24-7 when Transport Engineer and/or Roading Officer on leave
- Working outside in all weather conditions
- Entering work areas where there are likely to be significant hazards
- Training and development via Engineering NZ Development Programme at the Emerging Professional, Member and Chartered Member level to encourage learning opportunities and professional/career development.

In emergency situations and/or where there is a likelihood of significant hazards or harm, management plans, training and personal protective equipment and clothing are provided to eliminate, isolate or minimise as appropriate exposure to the hazard or harm.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Take reasonable care for the health and safety of yourself and others at GDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.

Position Description Approval

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description Approved by
(Group Manager)

Date

Position Description Accepted by
(Position Holder)

Date