

Senior Roothing Projects Engineer

UNIT/TEAM	Infrastructure Services Group
REPORTS TO	Roothing Projects Team Leader
ROLE PURPOSE	As a member of the Roothing 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 rooothing 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
<p>Manage the design and delivery of roading projects</p>	<p>All key tasks are to be delivered in a self-sufficient manner, with minimal oversight or input required from your manager. You will be confident in carrying out all tasks and acting independently on behalf of Council.</p> <p>Identify, investigate and design solutions to complex transport problems by gathering and analysing technical data and developing appropriate design options.</p> <p>Undertake investigation and design for a range of Infrastructure projects including car parks, minor safety improvements, storm water systems, pavement rehabilitations, and larger scale road improvement projects. AutoCAD Civil 3D will be utilised for the drafting and design.</p> <p>Analyse, select, develop and manage the most appropriate procurement process for projects you are responsible for.</p> <p>Manage and direct construction of projects, including budget tracking, timeframe management, stakeholder communications and communications with the wider public, quality assurance and quantity surveying.</p> <p>Contribute to the development of business cases and activity management plans in compliance with the New Zealand Transportation Agency Economic Evaluation Manual.</p> <p>Draft roading project contract documents, in compliance with relevant contract standards.</p> <p>Ensure high levels of quality, safety, environmental and value for money are achieved.</p> <p>Accurate professional advice is provided on all roading and associated matters.</p> <p>Conducting comprehensive public engagement and consultation with stakeholders.</p> <p>Asset and condition data is captured and stored in Council's asset management systems</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>Assist the Roading Projects Team Leader in mentoring and facilitating the professional development of other team members.</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.</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</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 Senior Roadway 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.
- **Leadership** - Confident in instructing contractor staff and directing construction works.

EXPERIENCE/QUALIFICATIONS

Essential:

- Holder of an Engineering degree (Bachelor of Engineering, Bachelor of Science – Engineering or higher)
- A minimum of 5 years' 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.
- Advanced 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:

- Comprehensive knowledge in a wide range of construction and transport topics
- 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 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 Team
- 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)