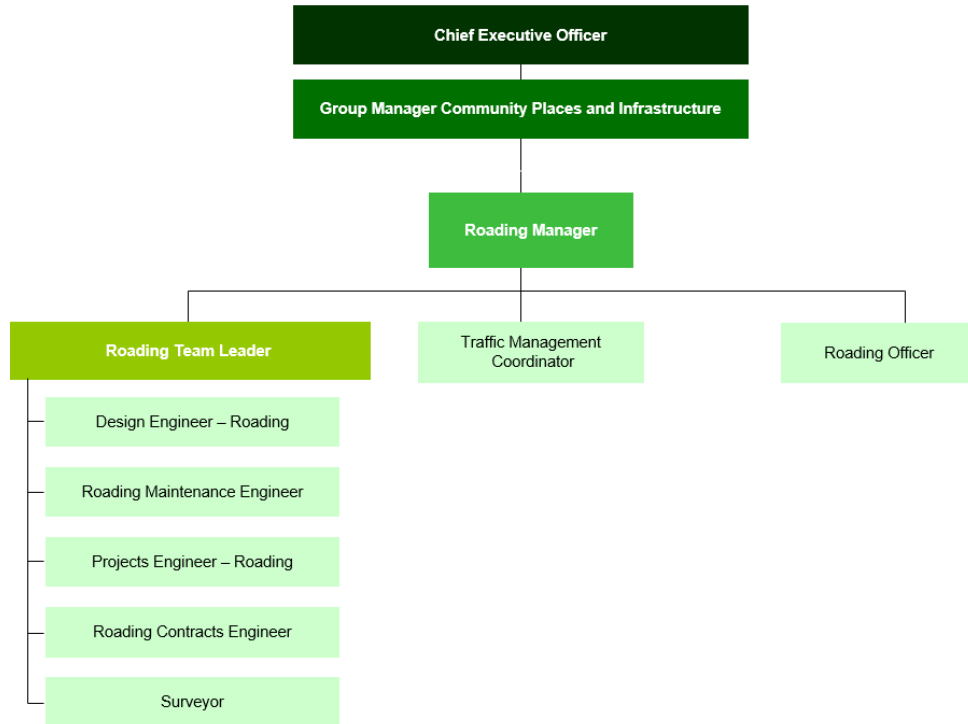


Title:	Roading Contracts Engineer
Group:	Infrastructure, Assets and Operations
Reports to:	Roading Team Leader
Number of staff reporting to this position	No Direct Reports
Position purpose:	A large component of this position is related to the safety and performance of Councils roading network. To manage Council's Maintenance and Renewals Programme for the roading network and processing overweight permits. Additionally, provides back up after-hours support for roading urgent matters and during emergency events.
Position Grade:	14
Date:	October 2026

Organisation context



Our Vision: Making a difference

We as a Council strive to make a difference in our community in everything we do. In our work, in our district, and in our staff culture.

Making a difference means doing your job to the best of your ability, to improve the district, the towns we live in, and the lives of the people who live in Matamata-Piako.

The way we do things, has a real opportunity to make a difference in the lives of those who live in our communities.



Our Mission: Working with the community

Our mission is to work with the community to enhance the lives of all those in the district.

What we do has a direct effect on our community - the better the quality of our work and the more we work with our community, the better our community will be.

What we do matters.



Our Values: We do it right, we do it better, we do it together



Expected behaviours We do it right

- We are accountable for our actions
- We take ownership of our work
- We provide great customer service
- We are professional in all our dealings with others
- We are aware of how our actions reflect on Council
- We are open and honest with each other
- We are trustworthy
- We are responsible for our own wellbeing and the wellbeing of our workmates

We do it better

- We are open to learning and change
- We are self-motivated and we use our initiative
- We learn from our mistakes
- We challenge the status quo
- We strive for continuous improvement
- We are friendly, helpful and flexible
- We are solution centred

We do it together

- We work together as one team
- We respect and accept the views of others
- We are informed and we keep others informed
- We share our knowledge with other teams
- We celebrate success
- We are actively involved as part of the team



Key accountabilities

The position of Roding Contracts Engineer encompasses the following functions or Key Accountabilities:

- Technical Advice and Support
- Contract Management
- Financial Management
- Cover and Support for other staff in the roading team
- Safety and Wellness
- Customer, Community and Stakeholder Focus
- Organisational Contribution, Risk and Compliance
- Business Resilience / Civil Defence Emergency Management (CDEM)

The requirements in the above Key Accountabilities are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
1. Technical Advice and Support • Assist in the successful completion of Council's Works Programme to ensure continued performance of Council's roading assets through inspection, investigation, design tasks, supervision and assistance to staff and administration of contracts. • Promote/provide effective teamwork between and within function areas of the office. • Investigate and action complaints and requests by customers and other agencies as assigned by the CRM system and Roding Manager.	• Councils Works Programme is completed successfully in accordance with Contract specifications and within budget. • Harmonious and helpful relationship with other staff members. • Positive feedback from other staff. • Complaints received via Customer Services or from other agencies are investigated and actioned within the set timeframes. Customer is kept informed of actions.



2. Contract Management

- | | |
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| <ul style="list-style-type: none">• Produce project evaluation and feasibility reports for proposed works programme.• Prepare contract documentation. Includes surveys, estimates, modelling, designs, schedules and full documentation in accordance with contract procedures manual, Council standards and ISO procedures.• Manage contracts and advise contractor(s) on design and technical issues as and when required during construction phase.• Assist/provide technical advice for all roading activities.• Update Council asset data on project completion as required. | <ul style="list-style-type: none">• Project evaluation gets positive outcome and NZTA endorsement.• Projects are proven to be feasible.• Project briefs are accurately translated into design proposals.• Contracts are delivered successfully in accordance with specifications and within budget.• Provide sound engineering advice to enable cost effective engineering solutions.• Timely and accurate data updating. |
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3. Financial Management • Prepare cost effective designs to meet available budgets as agreed with the Asset Manager / Roding Manager. • Provide estimates for works to be carried out. • Manage contracts to meet agreed budgets. • Purchasing as necessary to meet project/maintenance requirements. • Meet all statutory requirements in terms of financial reporting.	• Designs are to correct scale and financially acceptable. • Final costs of works to accurately reflect estimates. • Final project costs within budgets. • All purchases are within delegation (\$20,000) and Council's Purchasing Policy. • Financial reporting meets statutory requirements.
4. Cover and support for other staff in the roading team • Providing cover and support as directed by your manager.	• Cover and support is provided as required, with a flexible and team-focused approach.
5. Safety and Wellness • Taking day-to-day responsibility for working safely and supporting the wellbeing of yourself and others.	• Work is planned and carried out safely, with hazards/risks identified early and managed appropriately. You participate in safety and wellness training, health monitoring, and return-to-work processes as required for your role. • You consistently follow MPDC safety and wellness requirements, including contractor or volunteer



• Following safe work practices, using required controls (including PPE), and stopping work if it is unsafe. • Identifying hazards/risks, applying controls, and escalating issues you cannot resolve. • Reporting events (including near misses), participating in investigations/learning reviews where required, and contributing to continuous improvement in safety and wellness.	management and procurement processes where applicable. • You speak up, stop unsafe work, and escalate concerns early. • You report safety events promptly and contribute to learning and improvement.
6. Customer, Community and Stakeholder Focus • Providing professional, timely and respectful service to customers and colleagues across all channels (phone, face-to-face, email and written correspondence). • Recording, progressing and following through customer requests in line with agreed processes and service standards. Communicating clearly, using plain language where appropriate, and keeping people informed of progress and outcomes. • Showing cultural awareness and respect in day-to-day interactions, including understanding the relevance of Te Tiriti o Waitangi to your role and considering Māori and community perspectives where required.	• Customers receive timely, accurate and respectful service, with clear information and appropriate follow-up. • Requests and enquiries are recorded correctly, progressed efficiently, and action taken decision communicated within expected timeframes. • Interactions demonstrate cultural awareness and support constructive relationships with colleagues, stakeholders and the community.



7. Organisational Contribution, Risk and Compliance

- | | |
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| <ul style="list-style-type: none">• Contributing to the wider organisation's success beyond your immediate tasks by working collaboratively, sharing information early, and supporting a positive team culture.• Using approved systems and processes to keep information accurate, complete and up to date (including records and customer/service information as required).• Complying with Council policies, procedures and legislative requirements relevant to your role, and raising concerns early if you are unsure or see something that may be a breach.• Using Council digital and technology systems responsibly and in accordance with Cybersecurity policies and guidance (including protecting logon credentials, handling information appropriately, and reporting cyber incidents or potential risks).• Following procurement and purchasing requirements when ordering goods/services, including seeking approvals and using delegated authority processes where applicable.• Supporting a risk-aware culture by identifying risks in your work, applying controls, and escalating new or changing risks.• Participating in required learning and development, applying new skills, and sharing knowledge to improve outcomes. | <ul style="list-style-type: none">• You work constructively with others across the organisation, contribute to continuous improvement, and build your capability through learning and development.• Work is completed using approved processes and systems, with accurate records and information. This includes payroll processes such as time-sheets and leave applications, and keeping business processes up to date.• Policies are complied with and procedures are followed, and issues or uncertainties are raised early.• Digital tools are used responsibly and securely; potential cyber risks are identified and reported.• Purchasing and procurement activities are completed correctly and on time, and approvals are obtained where required.• Risks are identified, controls are applied and new risks are reported.• L&D processes are followed and development needs are discussed with your manager. |
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8. Business Resilience / Civil Defence Emergency Management (CDEM) • Recognising that business continuity, crisis management and CDEM is a shared responsibility across Council. • Completing required CDEM/business continuity training and understanding your role in an emergency. • Considering business continuity and CDEM impacts in day-to-day work, raising risks or improvement opportunities when identified. • Participating in readiness activities, exercises, and response or recovery activities when required (including undertaking duties outside normal BAU during events).	• You understand your responsibilities in an emergency and follow instructions during events. • Required training is completed and kept up to date. • Risks and impacts to service delivery are raised early and improvement opportunities are identified. • You participate in readiness, response and recovery activities when required.
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Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.



Work complexity

Most challenging duties typically undertaken:

- Meeting deadlines for CRM's.
- Dealing with difficult and demanding customers.
- Writing roading contract specifications.
- Undertaking tender evaluations.
- Managing contracts
- Processing complex high-productivity motor vehicles (HPMV) and Overweight permits.

Key relationship skills

Key internal and/or external contacts	Nature of the contact most typical <i>(e.g. courtesy, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating, formal negotiation, supervising, leading.)</i>	Frequency of interaction D - daily W - weekly M - monthly
Public	<i>Advising, resolving minor conflicts, giving/receiving information, explaining things</i>	D
Team Leader	<i>Advising, facilitating, giving/receiving information, explaining things</i>	D
Manager	<i>Advising, facilitating, giving/receiving information, explaining things</i>	D
Contractors	<i>Negotiating, influencing and persuading, resolving minor conflicts, mediating, giving/receiving information</i>	D/W

Examples of the situations which require the use of the highest level of communication or influencing skills:

- Communicating with property owners or their representatives where non-compliance activities have occurred within Council road reserves.
- Communicating with members of the public with high expectation but little knowledge of Council processes, budgets and legislation.
- Communicating and negotiating with contractors about meeting contract specifications and obligations.
- Communicating with internal Customer Services team, Communications team and Assets team.
- Communicating within the Corridor Manager and Roothing team.

Examples where the role co-ordinates or provides coaching or monitors the work of other people not reporting directly to the role (e.g. contractors)? Two examples, how often?

- Supervising roading related contracts with contractors.
- Attending regular meetings with Contractors.



Person specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current jobholder has.) This may be a combination of qualifications/experience, knowledge or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Essential

Preferred

Education and qualifications

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| <ul style="list-style-type: none">• New Zealand Diploma in Engineering (Level 6), with a Civil Engineering strand, or an equivalent relevant qualification or working towards a formal civil engineering qualification.• at least two years' relevant experience in roading, civil infrastructure, contract administration or project delivery; | <ul style="list-style-type: none">• Bachelor of Engineering (Honours) in Civil Engineering, Bachelor of Engineering Technology, or a higher relevant qualification;• five or more years' relevant roading or civil infrastructure experience;• local government or road-controlling-authority experience; |
|--|---|

Knowledge and Experience

- | | |
|---|--|
| <ul style="list-style-type: none">• demonstrated experience administering contracts, monitoring contractor performance, inspecting completed work and managing budgets, claims and variations;• practical knowledge of road resurfacing, bridge maintenance, signs maintenance and line marking;• ability to interpret engineering drawings, specifications, standards and contract documents;• sound analytical and technical judgement, including the ability to assess overweight permit applications and network impacts;• strong written and verbal communication skills, including managing contractors, customers and stakeholders; competent use of Microsoft Office and asset, contract or records management systems; current full New Zealand driver licence.• Health and Safety regulations• Knowledge of NZS 3910:2025 & NZS 3917:2025 | <ul style="list-style-type: none">• experience preparing procurement and tender documentation and undertaking tender evaluations;• experience administering resurfacing, bridge maintenance, signs or line-marking contracts with demonstrated experience administering contracts, monitoring contractor performance, inspecting completed work and managing budgets, claims and variations;• knowledge of NZTA requirements, funding processes and relevant New Zealand transport standards;• experience processing overweight and high-productivity motor vehicle permit applications;• experience with asset management systems and spatial information systems;• relevant professional membership or progress towards Engineering New Zealand registration.• Health and Safety regulations• Working experience with NZS 3910:2025 & NZS 3917:2025 |
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- Experience using roading asset and works management systems, with the ability to maintain accurate asset, inspection and works data.
- Practical experience using Council's AWM system.

Skills & Competencies

- Adaptability - Understanding and appreciating different and opposing perspectives on issues: adapting an approach as the requirements of the situation change.
- Analytical Thinking - Can gather detailed information and investigate issues in detail to identify trends, patterns and core issues.
- Attention to detail - ability to accurately check processes , tasks and / or information no matter how small
- Commitment/Personal Accountability - Is self motivating and self managing. Follows through projects to completion. Has high standards of personal integrity and professionalism.
- Communication - Clearly conveys information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instils commitment
- Contract Administration - Has proven ability to prepare contract documents

Change to position description

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. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Position holder

Date

