

CENTRAL OTAGO DISTRICT COUNCIL

JOB DESCRIPTION

POSITION	:	Roading Graduate Engineer
REPORTS TO	:	Senior Roding Engineer
LOCATION	:	Alexandra

PRIMARY OBJECTIVE

To support the road management activities, and delivery of physical work on the roading network.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- In conjunction with Council's Senior Roding engineer, manage maintenance, renewal, and improvement work associated with roading contract activities
- Work with the Roding Asset Manager and Roding Manager on identifying, programming, and implementation of the renewals and improvement programmes.
- Undertake condition rating for some asset groups.
- Assist in project investigations and evaluations, including collection of data.
- Assist with community consultation regarding road projects.
- Respond to customer service requests to ensure Council's levels of service are met
- Interface with other agencies on issues relating to operation of the roading network.
- Provide support and input into asset management plans and strategies.
- Undertake safety observations/inspections/audits and identify immediate actions as well as longer term solutions required
- Support the organisation's strategic and asset management functions as required. For example, the provision of asset data, condition, and compliance information.

ORGANISATIONAL ACCOUNTABILITIES

- Undertake other activities, duties or projects (including “internal projects”) as directed by your manager/group manager in an efficient and effective manner.
- Attend and participate in emergency operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.
- Assist Council, as required, in managing a civil defence event, having due regard to the safety of your family
- Responsible for the safe management of consent and compliance activities and to support and enable the CEO and Council as a PCBU to fulfil their duties under the Health and Safety legislation.
- Responsible for exercising professional due diligence when undertaking the responsibilities of the role in relation to Waka Kotahi requirements, regional and district plans, and resource consents.
- Champion, comply and promote Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.

DELEGATIONS

Makes decisions within the authority delegated by the Roading Manager and the Executive Manager – Infrastructure.

RELATIONSHIPS

External

Public

Contractors, consultants and service providers

Waka Kotahi (New Zealand Transport Agency)

Road Efficiency Group (REG)

Internal

Roading Team

Executive Manager – Infrastructure

Services

All Staff

PERSONAL QUALITIES AND QUALIFICATIONS

- Hold a tertiary qualification in engineering or appropriate experience.
- Hold a full New Zealand Drivers licence
- Competent with Microsoft Excel and Word software
- Strong verbal and written communication skills
- Excellent customer/public relationship skills.
- Analytical skills and judgement to review technical problems and issues
- Self-motivated, supportive, and adaptable
- Ability to work in a multi-disciplinary team with a minimum of supervision
- Takes responsibility and accountability for their own actions and day to day decision making
- Able to cope with a variety of situations, and resolve potential conflicts with internal and external customers
- Able to listen, express ideas clearly, and report effectively
- Ability to promote the desired interest of the Central Otago District Council through good public relations



OUR STAFF VALUES



Be Respectful

- Listen to learn and understand
- Respect our differences
- Act with integrity
- Be patient and kind



Work together

- Collaborate
- Communicate
- Cooperate
- Think across the organisation



Be courageous

- Speak up
- Deliver the best
- Take smart risks
- Be open to change



Me manaaki tētahi ki tētahi, me pakihiwitahi te tū – kia haere tahi ai tātou

Respect each other, stand shoulder to shoulder - So that we may travel on this journey together