

Position Description

POSITION : Graduate Asset Engineer

REPORTS TO : Roothing Asset Manager

LOCATION : Alexandra

Purpose

Assist in the development and improvement of Council's road asset management planning and contribute to strategy development to enable robust decision making."

Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.


**Be
Respectful**


**Work
together**


**Be
courageous**


**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**

Principle Duties and Responsibilities

Roothing Asset Management

1. Assist with Council's road asset management on a planned basis with a long term focus.
2. General Asset Information Management.
3. Assist with the management of RAMM inventory data.
4. Assist with RAMM inventory data support
5. Claim reporting and analysis for the Roothing Manager and Senior Roothing Engineer.
6. Support and backup for council's Traffic Count programme.
7. Input into Activity Management Plan projects as required.

Roading Network Management

1. Work in a collaborative manner alongside Councillors, staff and contractors to achieve continual improvement in the day-to-day operation of the roading network.
2. Roding asset condition assessments and asset inspection
3. Manage street lighting and associated asset data information within the district.
4. Interface with the public and other agencies on issues relating to asset data on the roading network.
5. Field auditing of asset data
6. General engineering support for the wider Roding operations team

Special Projects

To undertake special projects as assigned from time-to-time by the Roding Asset Manager, Roding Manager and Manager, Infrastructure Services.

Because of the ongoing review of Council operations using the systems thinking method, and skills of the position holder, the principal duties and responsibilities may vary.

Key result Areas

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. Council's assets are managed in a collaborative, planned, cost effective and proactive manner.
2. Information within the RAMM database is accurate and up to date.

Delegations

Makes decisions within the authority delegated by the Infrastructure & Planning Manager.

Position Requirements

Experience/Knowledge preferred

- Tertiary qualification in engineering
- Roding asset management, Roding asset data management and reporting, and local authority roading policy awareness.
- Hold industry recognised Asset Management qualifications or a similar discipline.

Specific Skills

- Communication and Interpersonal
- Time management/Organisational
- Analytical

- Confidentiality
- Strategic outlook
- Customer focus

Personal Qualities

- Self-confident
- Able to use initiative.
- Able to express ideas clearly.
- Listening skills
- Able to report effectively.
- Ability to work with a minimum of supervision.
- Supportive
- Adaptability
- Honesty and integrity
- Able to cope with a variety of situations.
- Ability to promote the desired interest of the Central Otago District Council through good public relations.

Relationships

External

Consultants
Public
Contractor

Internal

Chief Executive Officer
Executive Leadership Team
Group Manager - Planning and Infrastructure
Roothing Manager
Roothing Asset Manager
Infrastructure Team
Roothing Team
Elected Members
Other Council Staff