

Job Specification

POSITION DESCRIPTION

Position: ASSET MANAGER ROADING

Responsible to: Group Manager Services and Assets

Responsible for: Roothing Engineer

Primary Purpose: To provide programming, monitoring and technical overviews for all roading activities of Council.

To co-ordinate programming and provide technical overview for the other Rural Engineering functions of Council.

Functional Relationships with:

Services and Assets Management Staff
 Other Departments
 Councillors and Ratepayers
 Consultants
 Contractors
 Government Departments/State Owned Enterprises/Regional and Territorial Authorities
 Transfund NZ
 New Zealand Transport Agency (NZTA)

KEY RESPONSIBILITIES	PERFORMANCE STANDARDS
<p>1. <u>Asset Management</u></p> <p>1.1 Develops and maintains an Asset Management Plan for the roading network that meets all relevant standards.</p> <p>1.2 To manage Council's roading assets in a planned and economically sustainable manner.</p> <p>1.3 To prepare, operate and maintain asset management programmes for the maintenance and development of roading assets.</p> <p>1.4 To manage the relationship with New Zealand Transport Agency (NZTA).</p>	<ul style="list-style-type: none"> • Relevant standards are complied with. • Accurate valuations of the roading network are maintained. • Information is available for input into Policies, Annual and Community Plans and Reports. • Service level targets are met. • Forward work programmes and budgets are accurate and available. • Maximum subsidies are achieved. • There are no surprises not previously identified.

KEY RESPONSIBILITIES	PERFORMANCE STANDARDS
<p>2. <u>Contract Management</u></p> <p>2.1 To ensure there is a high standard of documentation and that the supporting administration and contract management processes are to a commensurate standard.</p> <p>2.2 To ensure contractors and consultants carry out their duties in a diligent and courteous manner and meet safety requirements as set out in the Health and Safety in Employment Act 1992.</p> <p>2.3 To monitor contract progress.</p> <p>2.4 To ensure that all communications and instructions recorded are appropriately filed.</p>	<ul style="list-style-type: none"> • No contractual disputes due to documentation. • No anomalies revealed through process audits. • Audits of work sites confirm standards are met. • Work sites are safe. • Contractors and Consultants meet deadlines. • Service levels are met. • Review of file shows information available. • Ability to demonstrate correct procedures followed in a dispute situation.
<p>3. <u>Consent Processes</u></p> <p>3.1 To ensure that policies and procedures for the provision of accurate and timely technical input into RMA and Building Act consent processes are maintained and observed at all times.</p> <p>3.2 Establish and maintain robust relationship with Regulatory Group.</p>	<ul style="list-style-type: none"> • Consents are able to be issued within statutory deadlines. • Positive feedback from Regulatory Group.
<p>4. <u>Policy, Advice and Communications</u></p> <p>4.1 To advise the Group Manager Services and Assets on roading matters and to prepare budgets and reports as requested.</p> <p>4.2 Liaise with other Assets Group staff and consultants to ensure full and adequate technical input into roading activities.</p> <p>4.3 Provide technical advice to other Council units.</p> <p>4.4 Provide timely and accurate information to management, Council and the community through available channels.</p> <p>4.5 Attend meetings of Council, Subcommittees, Community Boards, Interest Groups etc as required.</p>	<ul style="list-style-type: none"> • Professional advice, budgets and reports prepared in a timely manner to Group Manager's satisfaction. • Group Manager is satisfied that advice is timely and sound. • Good relationships are maintained between Contractors, Consultants and Council staff. • Council, staff and the community are kept informed on key roading issues. • Press releases are factual, appropriate and informative. • Positive feedback is received from Councillors, Community Boards and Community Groups regarding the appropriateness and quality of advice given.
<p>5. <u>Customer Service</u></p> <p>5.1 Ensure that Roading Unit staff provide customer service in accordance with Council standards and values.</p> <p>5.2 Enhance customer service by reviewing and improving work processes.</p>	<ul style="list-style-type: none"> • Timely and accurate responses to RFS's. • Positive Councillor and customer feedback. • Projection of Council's values to the public. • Information provided to CSU is timely, accurate and up to date.

KEY RESPONSIBILITIES	PERFORMANCE STANDARDS
<p>6. <u>Managing People and Budgets</u></p> <p>6.1 To lead the Roding Unit and maintain a positive mentoring role with reporting staff for technical and development matters.</p> <p>6.2 To prepare budgets and to ensure that subsequent expenditure is within approved allocations.</p> <p>6.3 To agree with the Group Manager Services and Assets on key targets for the coming year.</p> <p>6.4 To agree on a work plan for each team member.</p>	<ul style="list-style-type: none"> • The roading team is effective, united and meets its targets. • Feedback shows the roading team is respected. • Adequate funding is obtained consistent with stated levels of service. • Actual expenditure does not exceed budget limits. • Regular expenditure reports provided to the Group Manager. • Positive annual appraisals.
<p>7. <u>Other Activities</u></p> <p>7.1 Contribute to the other activities of the Assets Group.</p> <p>7.2 Share with all Council staff in the responsibility of emergency management.</p> <p>7.3 Civil Defence duties.</p> <p>7.4 Carry out duties of Rural Fire Officer.</p> <p>7.5 Ensure staff carry out their duties safely.</p> <p>7.6 Ensure staff are aware of all hazards related to their position, and the action necessary to prevent accidents.</p> <p>7.7 Other duties as may be requested from time to time.</p>	<ul style="list-style-type: none"> • Group Manager is fully satisfied with contribution to the Council's activities. • Event Controller is fully satisfied with response to an event. • The Officer will assist with Civil Defence duties as required. • All duties carried out accident and damage free. • Staff are aware of all relevant hazards. • Correct preventative action taken at all times.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the job holder and Manager as part of the performance development process.

Authority to enter into contracts within Estimates:

Authority to purchase Plant, Capital Items, Goods and Services within Estimates: \$10,000

Person Specifications

1. CORE COMPETENCIES

COMPETENCY	DEFINITION
Analysis and Problem Solving	Securing relevant information and identifying key issues and relationships from a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisation values.
Strategic Leadership	Creating and achieving a desired future state (vision) through influence on organisational values, individual and group goals, reinforcements and systems. Creating a desired future state through helping others see.
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Expressing ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.
Technical/Professional Knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping abreast of current developments and trends in area of expertise.
Innovation	Generating creative solutions to work situations, trying different and novel ways to deal with organisational problems and opportunities.
Planning and Organising/Work Management	Establishing a course of action for self to accomplish a specific goal, planning proper assignments or personnel and appropriate allocation of resources.
Work Standards	Setting high goals or standards of performance for self, being dissatisfied with average performance, self imposing standards of excellence rather than having standards imposed by others.

2. EXPERIENCE

Five years minimum Local Government Engineering experience.
Five years minimum Rooding Engineering experience.
Experience in rooding network maintenance and asset management.
NZTA procedures.
Technical rooding knowledge.
Management experience.
Computer literacy.
Experience in setting and managing budgets.
Project Management experience.

Skills

- Excellent communication skills, ability to manage staff, effective delegation and goal setting.
- The ability to relate to elected representatives, the public, and to project the Council's desired image at all times.
- Good written communication and report writing skills.
- Good skills in research, analysis and documentation.
- Good interpersonal skills.
- Understanding and implementing Council values.
- Excellent problem solving.

3. QUALIFICATIONS

Tertiary qualification such as Diploma in Civil Engineering or Highway equivalent, REA or BE (Civil)
Membership of an appropriate professional body (eg IPENZ)
Other industry qualifications
Driver's licence.

Agreed by:

(Job Holder's signature)

(Chief Executive's signature)

Date