

POSITION DESCRIPTION

Position: Project Engineer

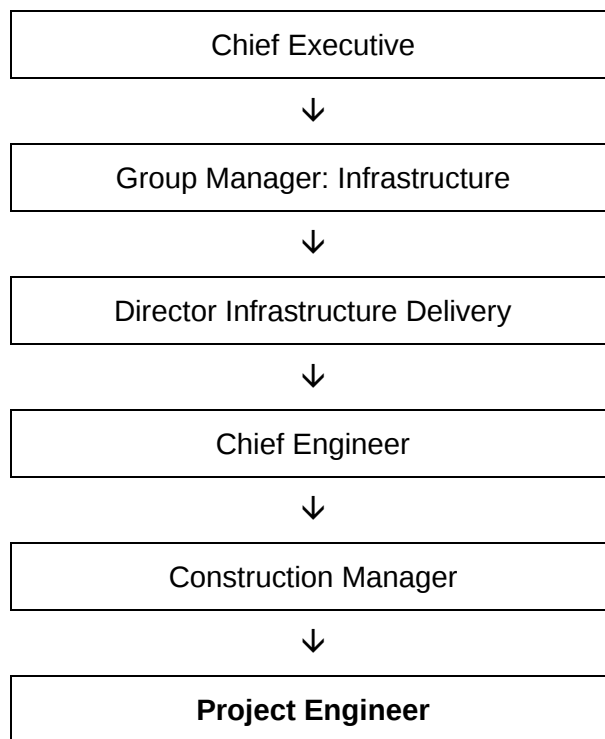
Team: Programme Delivery Office

Group: Infrastructure

Responsible To: Construction Manager

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora
Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki
Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Well-beings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

Purpose of Position

This role is part of the Infrastructure Group. The Group includes 3 Waters, Transportation, a Delivery Office and a professional services panel of consultants.

The primary purpose of this position is to provide support on construction contracts through directly supervising and managing infrastructure contracts, typically in the role of Engineers Representative or Engineers Representative's Assistant.

The **Project Engineer** will;

- Develop and manage construction contracts (NZS391x)
- Preparation of tender document and assessments
- Management, surveillance, and quality assurance of construction projects

This role ensures designs are fit for purpose and can be constructed effectively, aligning with relevant Council/ NZTA design standards, NIWE funding agreements and NZS391x series contract requirements.

The position involves collaboration with multidisciplinary teams, consultants, contractors, and stakeholders to ensure compliance, quality, and delivery excellence.

Key Responsibilities include;

- **Contractor Management**
- **Constructability Inputs/ Pre Construction Support**
- **Construction Management/ supervision**
- **Relationship Management**
- **Financial Management**
- **Value Engineering**

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.

- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Contract Management

- Manage contracts to ensure delivery on time, within budget and to the required standard.
- Ensure “project” risks are identified, monitored and managed in accordance with industry standard best practice
- Develop, review and improve designs, drawings and contract documents
- Take a lead role in managing delivery of the contract by:
 - Undertake construction monitoring and surveillance, and associated quality assurance testing, or reviews to ensure delivery to appropriate quality standard and agreed timeframes
 - Building in-house capability in construction/contract management to reduce reliance on external providers build resilience within Council.
 - Establishing and maintaining effective relationships and partnerships between Council, Contractor and the Community
- Ensure compliance with contract requirements
- Ensure compliance with any legislative requirements, inclusive of NZTA / Council Standards
- Prepare and present reports related to Construction Contracts and Project/ Programmes of Work.

Construction Phase

- Supervise contractors and subcontractors to ensure adherence to project plans, specifications, and quality standards.
- Monitor progress against schedules and budgets, resolving issues as they arise. o Conduct regular site inspections to ensure construction activities comply with safety standards, environmental regulations, and contractual requirements.
- Facilitate communication between stakeholders, consultants, and contractors to resolve conflicts and maintain project momentum.
- Oversee the delivery of project documentation, including progress reports, variations, and final project evaluations.

Financial Management

- Manage contract budgets, gather, and communicate project cashflow and cost to complete across projects and programmes
- Identify efficiencies and simplified procedures to assist HDC to deliver the projects cost effectively
- Implement robust contract management practices to deliver projects within approved budgets
- Scrutinise variations, and proactively find ways to mitigate impacts on project budgets.
- Liaise with Asset Managers regarding timeframes and technical issues

Quality Management

- Establish processes to improve construction delivery practices.
- Identify and share themes and trends related to construction of project outcomes
- Create processes to provide asset managers, project managers, programme managers, and other key stakeholders confidence projects and contracts are being delivered

- Identify, pre-empt and problem solve issues that may cause quality issues in the future.
- Work closely with asset and operations managers to understand and balance risk allocation and decision making on contracts.

Relationship Management

- Communicate issues of importance to managers especially when they are contractual, political, financial or have relationship implications.
- Develop and maintain effective working relationships with internal staff and external agencies and stakeholders.
- Respond professionally and with courtesy to customers' enquiries.
- Build strong working relationships with contractors, network utility providers, community groups, relevant industry organisations, ratepayers, retailers, user groups.
- Creating effective and professional working relationships with contractors to ensure best outcome for both parties

Continuous Improvement

- Establish relationships with suppliers to drive improvements in construction supervision and project engineering on council infrastructure contracts/ projects
- Lead an MSQA working forum to drive consistency, share lessons and improve processes.
- Support pre-qualification processes to maintain a healthy contractor market
- Act as the contract manager across construction panels
- Develop and communicate sustainable pipelines of work to contractor markets, inform project/ programme managers of fit for purpose capacity within the market
- Identify opportunities to innovate across construction delivery and supervision

Important Functional Relationships

External

Waka Kotahi/ NZTA
Transport Industry
Kiwi Rail
Customers
Ratepayers
Contractors and Suppliers
FENZ
HB Regional Council
Consultants
Other Local Authorities

Internal

Transportation Operations
Manager
Group Managers:
Planning and Regulatory
Services,
Corporate,
Asset Management,
Strategy and Development
Planning and Consents Staff
Transportation Managers
Health, Safety & Wellbeing
Partner

Committees/Groups

Council
Rural Community Board
Council Project Teams
Community Groups
Emergency Management

Person Specification

Qualifications

- Relevant bachelor level degree or equivalent experience in an associated infrastructure contracting discipline
- Membership to Engineering NZ, Society of Construction Contract Practitioners (SCCP)
- NZTA Engineer to Contract OR Engineers Representative accreditation (desired)

Knowledge/Experience

- A minimum of 3 years relevant Civil Engineering Experience
- A minimum of 3 years' management experience in management of Infrastructure contracts
- A sound understanding of NZ3910:2013 in the use of delivering construction contracts within a local government environment.
- Working knowledge of quality systems and processes
- Local Government Experience would be advantageous alongside knowledge of the local infrastructure market
- An In depth understanding of site health and safety management practices and legislation
- Experience in the Roding / Stormwater sector is preferred
- Effective management and reporting skills, particularly in the areas of: scope, time, quality issues and risks

Key Personal Competencies

- **Problem Solving and Decision Making**
Applies sound judgment and analytical thinking to solve complex engineering and project delivery challenges, balancing technical, financial, and community considerations.
- **Communication and Interpersonal Skills**
Communicates complex technical information clearly and effectively to a range of audiences, including elected members, stakeholders, and the public. Builds strong, respectful relationships.
- **Collaboration and Teamwork**
Works effectively across teams, disciplines, and organisations. Encourages a collaborative culture and values diverse perspectives.
- **Adaptability and Resilience**
Remains effective under pressure, adapts to changing priorities, and maintains focus on outcomes in a dynamic environment.
- **Innovation and Continuous Improvement**
Seeks out new ideas, technologies, and methods to improve infrastructure outcomes. Encourages a culture of learning and innovation.

Personal Attributes

- **Community-Focused**
Genuinely committed to delivering infrastructure solutions that enhance the wellbeing, safety, and sustainability of the Hastings community.
- **Integrity and Accountability**
Acts with honesty, transparency, and responsibility in all professional dealings. Upholds the public trust and demonstrates ethical leadership.
- **Cultural Awareness and Inclusivity**
Respects and values the diverse cultures within the Hastings District, including a strong understanding of and engagement with tangata whenua and Te Tiriti o Waitangi principles.
- **Environmental Stewardship**
Demonstrates a personal commitment to sustainability and environmental protection in engineering practices and decision-making.
- **Collaborative and Respectful**
Builds strong, respectful relationships across teams, with stakeholders, and with the community. Listens actively and values others' perspectives.
- **Resilient and Adaptable**
Maintains focus and effectiveness in a dynamic environment. Embraces change and responds constructively to challenges and uncertainty.
- **Innovative and Future-Oriented**
Brings a forward-thinking mindset, seeking out new ideas and technologies to improve infrastructure outcomes and future-proof Council assets.
- **Professional Excellence**
Strives for high standards in all aspects of work. Leads by example and fosters a culture of continuous improvement and learning.