

POSITION DESCRIPTION

Position: Transportation Officer - Cadet

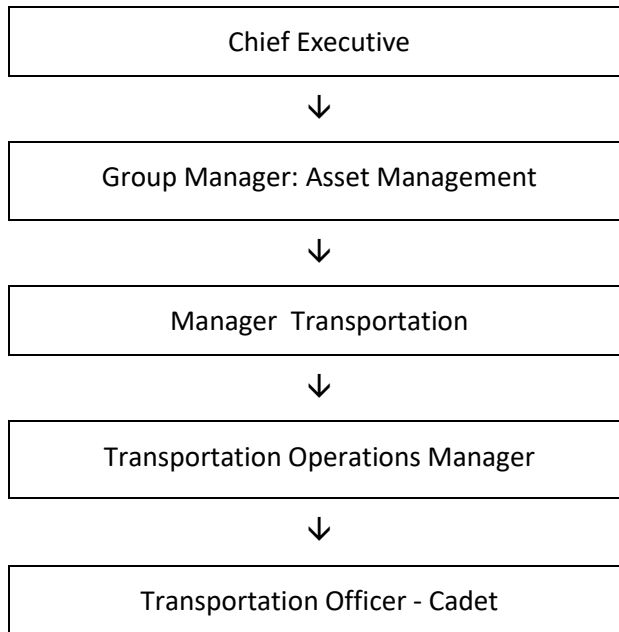
Team: Transportation

Group: **Asset Management**

Responsible To: Transportation Operations 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 Maori. 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 Wellbeings, 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 Asset Management Group. The Group includes Transportation, 3 Waters, Waste and Data Services, and Public Spaces & Buildings, Hastings District Cemeteries & Crematorium and a professional panel of consultants.

The purpose of this position is to assist in the management of day to day delivery of Council's transportation operation and project activities, and provide technical and operational assistance for Council's other transportation activities (planning, compliance, asset management, safety). This is achieved by:

- Transportation Operations Management
- Operational Safety Management
- Stakeholder Interaction
- Project Management
- Health and Safety

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 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:

Transportation Operations Management

- Assist with the management, operation and routine maintenance of all roads, cycleways, and associated structures.
- Assist in maintaining data records of all transportation assets.
- Reporting to the Engineers/Engineer Representatives on duties undertaken in regard to transportation operation contract administration.
- Carry out all routine monitoring and inspections assigned and assist with reactive and preventative maintenance duties.

Operational Safety Management

- Assisting with audits of Traffic Management Plans (TMPs) for road work sites/sporting events and special events.
- Assisting in the processing Road Closure applications including emergency road closures. This may also involve arranging closures with adjoining Councils.
- Assisting with the management and processing of Road Opening applications and relating to approved TMP applications.
- Arranging Spray-Free Frontage Agreements

Stakeholder Interaction

- Assist with responding to enquiries, providing information and advice to stakeholder groups including ratepayers and Councillors.
- Produce GIS maps for inclusion in projects and reports to Council

Project Management

- Assist the Transportation Team with contracts for transportation operations, and renewals.
- Help prepare work specifications, requests for tenders/quotes and tender evaluation for the delivery of transportation projects as directed.
- Assist with monitoring the performance of contractors and other service providers when working on transportation projects and maintenance activities.
- Managing projects to ensure agreed Levels of Service are delivered.
- Ensuring technical and financial performance is achieved.

Important Functional Relationships

External

General Public
Developers
Surveyors
Consultants
Road Controlling Authorities
(RCAs)
Planners
Utility Companies
Hawke's Bay Regional Council
NZ Transport Agency
Police
Contractors

Internal

Planning & Regulatory Services
Group
Policy and Development Staff
Strategic Development Team
Community Services Staff
Water Services Staff
Other Council staff
Transportation staff
Administration staff

Committees/Groups

Councillors (individually)

Person Specification

Qualifications

Enrolled in and/or currently undertaking or willing to undertake learning in:

- The position holder shall possess as a minimum NCEA level 2 Maths, with demonstrated strengths in the Maths and Sciences.
- The position holder will be required to undertake study towards the NZ Diploma in Engineering and attend relevant industry forums and training sessions as directed
- Minimum of a NZ restricted drivers licence

Knowledge/Experience

Has previous experience and or knowledge of:

- To fulfil the role of the position it is expected that the Transportation Officer – Cadet will have a desire to work in the public sector with responsibility for managing operations of the transportation network that service urban and rural communities.
- The position holder should be competent in the use of computers and associated software such as MS Office.
- The position holder is expected to help prepare a range of technical and compliance reports and should be proficient in verbal and written communication.
- The duties of the position require interaction with other technical personnel, management and the general public. The position holder will possess good communication skills and be able to interact successfully with other people.

Key Personal Competencies

- A willingness to learn and take direction from others.
- Be innovative – looks for and is open to new approaches.
- Proactive, well organised and focused on results.
- Accountable – is aware of outcomes sought and displays a performance culture.
- Committed to Council and the community.
- Customer orientated – promotes a customer oriented culture.
- Communicates clearly and concisely and maintains relationships with key stakeholders including colleagues, Councillors, ratepayers, service providers and suppliers

Personal Attributes

- Honest
- Loyal
- Open minded
- Enthusiastic
- Creative/innovative
- Ability to work on own initiative
- A sense of humour is essential