



POSITION DESCRIPTION

Position: ROAD DRAINAGE ENGINEER

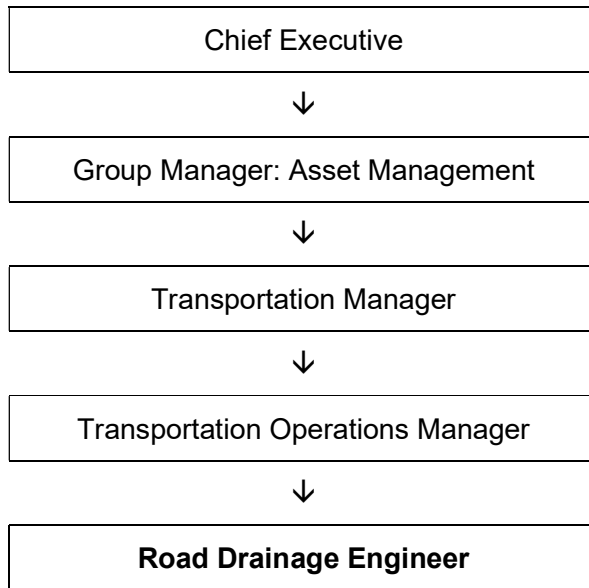
Team: Transportation

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

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 Tahī - 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 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 Asset Management Group. The Group includes 3 Waters, Transportation, Waste & Data Services, Cemetery & Crematorium, Public Spaces & Building Assets and an Alliance with a professional services panel.

The purpose of this position is to support the Transportation Operations team to identify and manage the delivery of Road drainage projects within the Transportation Team executed by Roading Maintenance Contractors and others.

This is achieved by:

- **Technical Support**
- **Contract Management**
- **Financial Management**
- **Relationship Management**

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:

Technical Support

- Provide professional and technical advice to officers, working groups, committees of Council, external organisations, professional individuals, developers and the community.
- Provide technical advice in the development of solutions to problems and procure specialist advice when required.
- Lead engineering efforts for planning, design, and engineering services during construction of stormwater, utility and wastewater projects to support project teams
- Provide design for complex drainage and stormwater elements associated with regional transportation and transit projects
- Perform hydraulic calculation and stormwater design, and assist in composing and preparation of hydraulic reports for large scale projects
- Develop design alternatives and provide supporting documents and figures for Project Managers and client review
- Assist with complex utility design and relocations associated with regional transportation projects (both private and public utilities)
- Ability to discover and research code issues/requirements and provide alternative solutions
- Coordinate project assignments and deadlines with other engineers and technicians
- Liaise with senior transportation team members and provide advice in the development and assessment of:
 - Sub-divisional proposals to determine likely implication on the transport network.
 - Council's Engineering Code of Practice.
 - Transportation Strategies, Policies, Plans and Bylaws.

Contract Management

- Manage projects / 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
- 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
 - 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 Rules
- Prepare and present reports to Transportation Operations Manager and Project Delivery Manager

Financial Management

- Manage contract budgets
- Identify efficiencies and simplified procedures to assist HDC to deliver the objectives cost effectively
- Manage projects / contract for which the position is responsible for within Council approved budgets
- Liaise with Asset Managers regarding timeframes and technical issues

Relationship Management

- Communicate issues of importance to managers especially when there are political, financial or 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

Important Functional Relationships

<u>External</u>	<u>Internal</u>	<u>Committees/Groups</u>
Waka Kotahi	Transportation Operations	Council
Transport Industry	Manager	Rural Community Board
Kiwi Rail	Group Managers:	Council Project Teams
Customers	Planning and Regulatory	Community Groups
Ratepayers	Services,	Emergency Management
Contractors and Suppliers	Corporate,	
FENZ	Asset Management,	
HB Regional Council	Strategy and Development	
Consultants	Planning and Consents Staff	
Other Local Authorities	Transportation Managers	
Staff and Engineers	Health, Safety & Wellbeing	
	Partner	

Person Specification

Qualifications

- Relevant bachelor level degree or equivalent experience in an associated discipline

Knowledge/Experience

- A minimum of 4 years relevant Civil Engineering Experience
- A minimum of 4 years' management experience in management of Roading drainage projects
- Planning, design, analysis, regulatory approvals and construction of drainage systems and storm water management within built environments, such as highways and arterial roadways
- Experienced in the hydrologic modeling, analysis and design for linear infrastructure such as roads and highways, and for large sites
- Experienced in the hydraulic modeling, analysis and design for bridges and culverts
- A thorough understanding of NZ3917:2013 Standards New Zealand
- Working knowledge of quality systems and processes
- Local Government Experience would be advantageous

- An In depth understanding of site health and safety management practices and legislation
- Experience in the Road drainage industry is preferred
- Effective management and reporting skills, particularly in the areas of: scope, time, quality issues and risks

Key Personal Competencies

- Ability to balance programmes to meet community and user needs whilst accommodating constraints.
- Ability to analyse situations and issues and make clear decisions and judgements on actions to be taken.
- Negotiation Skills
- Have excellent verbal and written communication skills
- Drive to keep up to date with relevant legislation and changes
- Collaborative working
- Strong Numeracy skills
- Eye for detail
- Excellent administration.
- Strong Reporting skills

Personal Attributes

- Loyalty
- Honesty
- Dedication to the work
- A sense of Humour
- Enthusiastic
- An ability to work on own initiative
- Resilience
- Ability to build strong interpersonal connections