

Engineering Officer - Roding

Position Description



Mackenzie

DISTRICT COUNCIL

Position Description

Position:	Engineering Officer – Roding
Incumbent:	TBC
Reports to:	Roding Manager
Location:	Fairlie
Department	Operational, Planning and Regulatory Services
Business Unit:	Engineering
Role Family:	Technical / Expert roles

Customer Relationships:	Who:
➤ External	<ul style="list-style-type: none">➤ Community and Public➤ Contractors / Consultants➤ Neighbouring Councils➤ ECAN➤ Waka Kotahi➤ Government Agencies➤ Auditors➤ Stakeholders, alliances and partners➤ Iwi / Papatipu Rūnanga / Mana Whenua
➤ Internal	<ul style="list-style-type: none">➤ Executive Leadership Team➤ Senior Leadership Team➤ Elected Members➤ Community Board Members➤ Engineering Team➤ All other Mackenzie District Council employees

Position Contribution:

The Engineering Officer - Roading is primarily responsible for coordinating and managing the use of the road corridor and provide administration and technical support to the Roading Manager and Manager Engineering.

The role involves day to day supervision of Councils physical works and ensuring these works are appropriately recorded, meet quality standards and are safe. The role includes supporting the Council's asset information in GIS and other database systems, including RAMM.

The Mackenzie District Council is focused on the delivery of best practise and innovation, collaboration and embracing kaitiaki principals in all that it does.


Scope:	Dimensions:
Delegated levels of authority	Refer to MDC Delegations Manual
Span of Control	<ul style="list-style-type: none">• Assisting with the management of work programmes of up to \$4m per annum• In charge of approving Corridor access requests and TMPs.• Preparing and organising road closures.• Working and dealing day to day with Maintenance Contractors.• Aiding in the approving approval of claims.• Dealing with Service requests and customer requests for transport including roads, flooding, footpaths, cycleways and streetlighting.• Assistant Engineers Representative for maintenance and construction contracts.




Expected Outcomes:	Primary Areas of Responsibilities / Measures:
Technical Support	<ul style="list-style-type: none">• Provide general technical duties, with a focus on supporting the Roading Manager and the Engineering business unit including initial checking, data entry, liaison with ratepayers & contractors, preparation of reports and correspondence, operations and maintenance of systems, capital works, asset management, infrastructure strategy, As-Builts, Quality Assurance.• Catalogue update and issue the applications for road access under the Utilities Access Act, as well as accessway applications and street lighting in conjunction with the Engineering Managers.• Assist the Roading Manager to manage and implement inspections and auditing functions, including Quality Assurance of the Road Maintenance contract and other minor projects as delegated.



	<ul style="list-style-type: none"> • Coordinate the review and approval of traffic management plans and road closure approvals for construction works and sporting events. Auditing works sites for compliance with the approved safety guidelines. Note - these applications have defined timelines and conditions to be complied with • Work in conjunction with the Transport Asset & Program Officer in the onsite verification of Forward Work Programs and asset assessments. • Carry out the Traffic Count Programme supplied by the Transport Asset & Program Officer ensuring maximum counts are achieved and relaying data gathered back. • Provide high quality services in supporting internal functions of the Engineering Team. • Assist with contractor claim processing, programme checking, drafting of letters, strategic and policy documents as required. • Onsite inspections for the various Rooding Applications, providing technical feedback in line with the council's policies and standards to relevant parties.
General duties	<ul style="list-style-type: none"> • Provide support for wider Operations Team by providing high quality services including meet and greet through to attending to customer and stakeholder enquiries. • Provide cover for other Engineering/Administrative Supportive Officers when workload or leave cover is required.
Health and Safety	<ul style="list-style-type: none"> • Ensure that all activities undertaken are in accordance with the Mackenzie District Council health and safety policy, plan and procedures. • Demonstrate behaviour that endorses safety as a core value of the business and promotes a positive health and safety culture at Mackenzie District Council. Show authentic commitment to continuous improvement to Health and Safety policies and procedures. • Undertake weekly inspections of open CAR applications, logging the relevant information into Councils Health and Safety database. • Ensure compliance with responsibilities under the Health and Safety at Work Act (2015) and any amendments. • Ensure that any contractors engaged by the Engineering business unit are 'Health and Safety Approved' and all activities are undertaken in accordance with Mackenzie District Councils Health and Safety Management system and related procedures.

	<ul style="list-style-type: none"> • Ensure compliance with requirements of the Motor Vehicle Policy • Actively participate in the hazard identification and risk management process and report all accidents, incidents and near misses in a timely manner. • Raise any health and safety related issues or areas of concern with manager or Health, Safety and Wellbeing representative as soon as possible. • Engage in any Health, Safety and Wellbeing related training and complete all applicable course work. • Comply with all client site requirements. • Maintain, update, and disseminate Health and Safety material as may be relevant to their area of work. • Regular contribution to Health and Safety discussions within your business unit. • Support and co-operate with the Happy Healthy and Safe Committee and Health and Safety Representatives. • Carry out safety observations, inspections and audits when required.
Emergency Operations Centre	<ul style="list-style-type: none"> • To be actively involved in Civil Defense Emergency Management when required. • To assist or fulfill a role within the EOC as required.
Confidentiality and Record Keeping	<ul style="list-style-type: none"> • Ensure that all records are saved to Laserfiche. • Ensure that any confidential information that may be acquired, either directly or indirectly, is tagged and classified correctly, and is managed appropriately.
Self and Professional Development / Ongoing Learning and Development	<ul style="list-style-type: none"> • Actively solicit feedback from customers, peers, and your manager about your work performance to develop your skills. • Build and maintain professional knowledge of best practice. • Actively learn and take a keen interest about all aspects of your role and the industry to enable you to provide support and cover for all areas within the team. • Be a willing and active participant in Mackenzie District Council's emergency management activities and responsibilities. • Building and managing a high performing customer centric team, and providing inspirational leadership to the business unit
Mackenzie District Council Policies, Procedures, Processes and Guidelines	<ul style="list-style-type: none"> • Understand, be familiar with and comply with all Council policies and procedures.

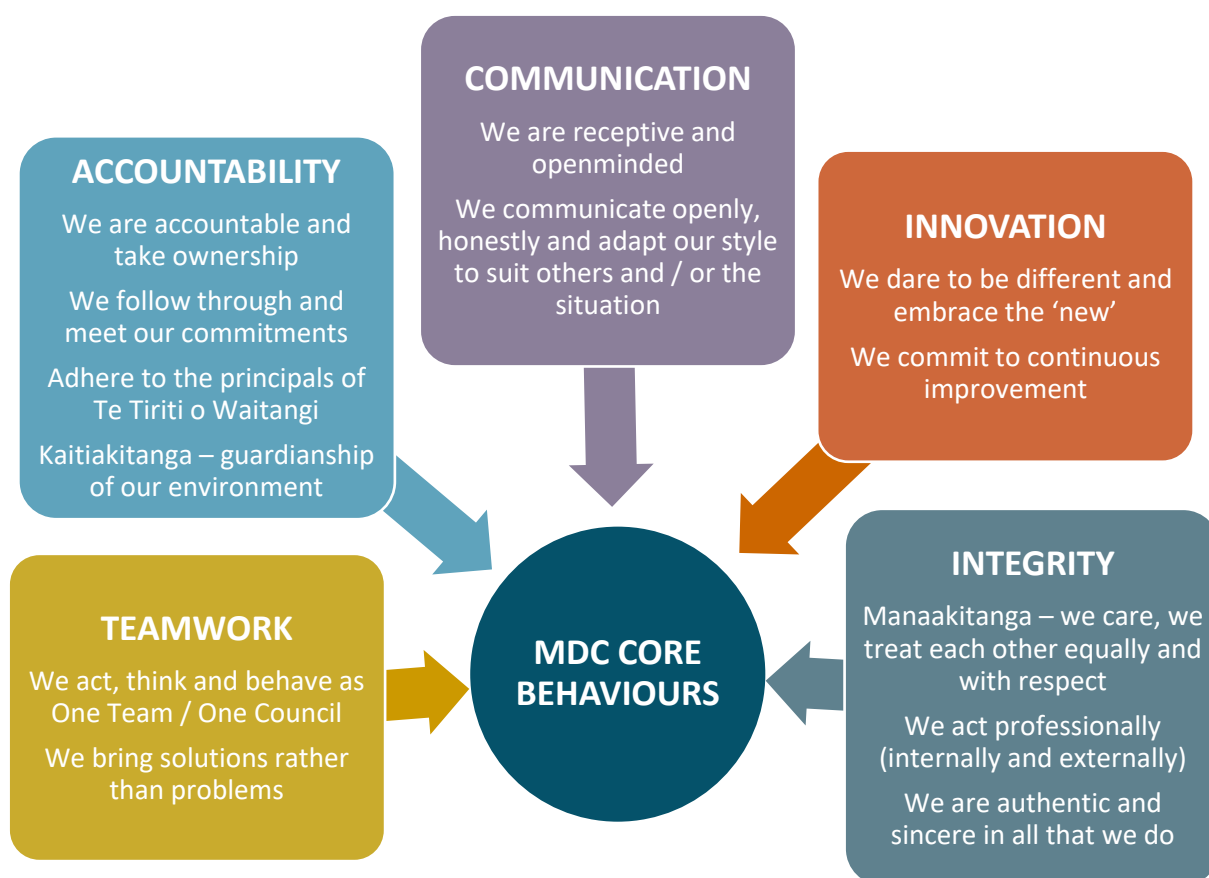
The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation. The position holder may also be required to perform duties outside of their normal responsibilities as and when required.

Qualifications, Technical Skills, Knowledge and Ability:	
	Diploma in Engineering (Civil) or BE Civil is desirable (not essential).
	Displays a keen and active interest in pursuing a career within the civil engineering industry and / or Local Government.
	2 or more years' experience working in a technical support role.
	Proven and previous experience in database management and administration.
	Strong attention to detail with a focus on quality.
	Local authority knowledge/experience would be advantageous.
	Demonstrated experience in working within a Microsoft Office environment, a high degree of computer literacy and advanced keyboard skills. Experience in using Laserfiche or a similar electronic document management system would be an advantage.
	A current a full driver's license.

Our Values and Why They Are Important To Us:	
	<p>Integrity</p> <p>Integrity is essential in local government because it is the cornerstone to build and maintain trust and confidence in public organisations, safeguard the public interest and promote high standards of behaviour.</p>
	<p>Community Focused</p> <p>We believe in being community-focused as this is essential for ensuring that the needs and desires of the community are heard and addressed, building trust and collaboration between the community and local government, promoting economic development, and improving the quality of life for all citizens. We do this by providing better service delivery for higher community satisfaction, and increasing trust in government.</p>
	<p>Collaborative</p> <p>Collaboration is important to us at the Mackenzie District Council as it leads to increased productivity, better problem-solving, and improved employee satisfaction. We work with key stakeholders to build trust and develop relationships that lead us to solutions that will leverage the strengths of our Treaty partners and stakeholders.</p>

	<p>Responsive</p> <p>Agility is important to us because it will enable our communities to adapt to changing circumstances and respond quickly to new opportunities.</p> <ul style="list-style-type: none"> • Faster response times: Ability to respond more quickly to changes in the market, customer needs, and technology. This allows us to stay ahead of the competition and take advantage of new opportunities. • Improved innovation: Agility fosters a culture of learning and systems thinking. • Better customer satisfaction: Delivery of products and services that meet or exceed customer expectations, and higher levels of satisfaction. • Increased efficiency: Optimise processes and resources, reducing waste and increasing efficiency. • Greater resilience: Better equipped to handle unexpected challenges and disruptions, such as natural disasters, cyberattacks, or economic downturns.
	<p>Forward Looking</p> <p>Be forward looking taking a long-term view allows us to anticipate future needs, manage resources effectively, and promote sustainable development for future generations. It also helps to address complex challenges such as climate change, growth. Ensure that we consider the long-term consequences and impacts of threats and opportunities, integrated proactive solutions can be developed.</p>

Our Core Behaviours – Expected of all our Employees (Linked to our Values):



Job Family specific Behaviours:	
Achieving Results	<p>Sets challenging goals for one self that assist with professional and personal development and growth, understands performance expectations, effectively manages own time and resources to ensure tasks and responsibilities are completed effectively, efficiently, safely and to a high standard.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Sets performance standards and goals. • Prioritises • Ensures high quality output. • Delivers • Leverages resources • Celebrates successes and achievements
Customer Focus	<p>Understands the customers of MDC and effectively meeting their needs, builds productive customer relationships and takes responsibility for customer satisfaction.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Establishes effective relationships. • Clarifies the situation. • Takes action. • Ensure customer satisfaction (win / win = public value) • Meets the needs of MDC
Commercial Decision Making	<p>Demonstrates a strong understanding of MDC's strategic goals / vision / values, business strategies, operations and functions; draws from experience and utilises industry information; recognises when further investigation is needed before decisions are made.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Applies commercial understanding to maximise results and MDC reputation. • Understands all aspects and functions of MDC. • Understands Local Government • Makes decisions strategically ensuring the impact is considered. • Identify opportunities for the growth of MDC / District and it's communities
Knowledge and Information sharing	<p>Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Identifies opportunities to share knowledge with others. • Ensures understanding. • Offers feedback. • Encourages application of information and knowledge shared
Ongoing Learning and Development	<p>Actively identifies new areas for learning needs to stay up to date and leading edge in area of expertise; regularly creates and takes advantage of learning opportunities; uses newly gained knowledge and skill son the job and learning through their application.</p>

	<u>Core Behaviours:</u> <ul style="list-style-type: none"> • Targets learning and development needs. • Seeks learning and / or development activities. • Maximises learning. • Applies knowledge, skills or expertise. • Openness to change and challenge
Teamwork	<p>Identifies opportunities and takes action to build operational and strategic relationships between own area and other areas, teams, business units, or organisations to help achieve both business goals and Council goals.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Identifies collaborative opportunities. • Establishes relationships. • Formulates action plans. • Considers the impact of ones actions. • Monitors relationships and progress
Effective and Successful Communication	<p>Recognises one's role in MDC's communication; clearly and succinctly conveys information and ideas to individuals and Council, communicates in a focused, appropriate and effective manner.</p> <p><u>Core Behaviours:</u></p> <ul style="list-style-type: none"> • Takes initiative to share information. • Communicates appropriately. • Listens to and comprehends communication from others. • Delivers clear messages. • Communicates in an open, honest and professional manner. • Ensures understanding. • Follows up

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Position holder

Date

Reporting Manager

Date