

# Senior Civil Projects Engineer

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**UNIT/TEAM** Infrastructure Services Group

**REPORTS TO** Roading Projects Team Leader

**ROLE PURPOSE** As a member of the Roading Services team this role is responsible and accountable for the delivery of job specific responsibilities in line with their Business Units program of work which includes provide excellent project management of Council's roading projects from the concept and design stage through to completion.

## COUNCIL'S VISION

Working together to take Horowhenua from good to great.

## COUNCIL'S MISSION

In achieving our vision we will ensure that we are working towards:

- Customer Excellence
- Operations Excellence
- Product Excellence
- People Excellence

## OUR VALUES

<b>Greatness</b>	We never settle until our good is better and our better is great!
<b>Real unity</b>	We make it happen, together!
<b>Energy</b>	We use our energy to perform and succeed!
<b>Achievement</b>	We deliver exceptional results!
<b>Trust</b>	We create trust by living with integrity!

## KEY RESULT AREAS

KEY RESPONSIBILITIES	SUMMARY OF OUTCOMES
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<p>Assist the Roding Projects Team Leader in the delivery of roading projects</p>	<p>Ensure Council's roading projects are managed in an effective and efficient manner.</p> <p>Contribute to the development of business cases for roading projects in compliance with the New Zealand Transportation Agency Economic Evaluation Manual.</p> <p>Contribute to the drafting of roading project contract documents, in compliance with NZS3910-3919.</p> <p>Undertake investigation and design for a range of Infrastructure projects including car parks, minor safety improvements, storm water systems, pavement rehabilitations, and larger scale road improvement projects. AutoCAD Civil 3D will be utilised for the drafting and design.</p> <p>Ensure minimum levels for quality, safety, environmental and value for money are achieved.</p> <p>Assist with managing budgets, estimates, and claims of a successful roading capital works program.</p> <p>Accurate professional advice is provided on all roading and associated matters.</p> <p>Contracts are managed to ensure successful outcomes.</p> <p>Conducting comprehensive public engagement and consultation with stakeholders.</p> <p>Asset and condition data is captured and stored as agreed with the Roding Projects Team Leader.</p> <p>Works and projects are managed so they meet operational needs in a timely way.</p>
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<p>Deliver on overall Council contribution if and when required to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis.</p>	<p>Continuously improve technical skills and stay up to date on technology advancements in the industry</p> <p>Assist the Roding Projects Team Leader in mentoring and facilitating the professional development of other team members.</p> <p>Additional tasks, duties or responsibilities as directed by the manager.</p> <p>Assist any other department of Council when required and as agreed.</p> <p>Participate and contribute to management support initiatives.</p> <p>Process all Council information as per approved electronic records management system and procedures.</p>
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Customer Focus	Ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders
Organisational Support	<p>Participate in Emergency Management activities.</p> <p>Approved procedures, information systems and policies are documented and complied with.</p> <p>Develop and maintain professional knowledge and contacts.</p> <p>Participates in Council's performance management programme.</p>
<p>Occupational Health and Safety</p> <p>Take all reasonable practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or inaction.</p> <p>Demonstrate a personal commitment to Health and Safety in accordance with HDC's Health and Safety Policy</p>	<p>Hazards are identified and control measures followed.</p> <p>Work-related accidents, incidents and illnesses are reported.</p> <p>Emergency procedures are followed.</p> <p>Actively participates in improvements to, and ongoing management of health and safety in the workplace.</p> <p>Personal protective equipment is worn/used correctly, including as required to comply with requirements of contractor controlled worksites.</p> <p>Safe work practices are demonstrated.</p>

## DELEGATIONS

<b>Direct Reports</b>	No	
<b>Financial</b>	<p>The Roothing Activity has annual Operating budgets of approximately \$4M and a Capital budget of \$6M</p> <p>Financial delegation is to be confirmed for operational expenses within an approved budget and to be confirmed for capital expenses within an approved budget.</p> <p>Statutory delegation would apply as approved from Council from time to time.</p>	
<b>Warrants Required:</b>	TBC	
<b>Legislative Function:</b>	<b>Legislation and/or Bylaw</b>	<b>Section and/or Bylaw</b>

## COMPETENCIES

A successful Senior Civil Projects Engineer at HDC will demonstrate the following competencies:

- **Achievement** - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.
- **Communication** - Communicate in a clear, confident and articulate manner. Is effective at influencing others.
- **Implementation** - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.
- **Resilience** - Remains calm, composed, and optimistic in stressful or high pressure situations.
- **Self-Insight** - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
- **Strategic Agility** - Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risks.
- **Business Acumen**- Maximise returns in the business is future-orientated and strategic and seeks areas for business improvement.
- **Teamwork** - Supports and collaborates with team members to achieve targets.
- **Mental Power** – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts.

## EXPERIENCE/QUALIFICATIONS

Essential:

- Holder of Tertiary qualification in Engineering (DipENG Civil, BE Civil or similar)
- Experience in construction (Contractor, Consultant or Local Authority)
- Working knowledge of all relevant NZTA technical specifications, Austroads design guidelines and contract administration specifically NZS3910:2013 and similar.
- Advanced CAD/drafting skills
- Willingness to undergo pre-employments checks and screenings such as psychometric assessments, drug- and alcohol testing, etc.
- A current and valid NZ driver's license

Job Specific Knowledge and Skills:

- Local Government Act
- Resource Management Act
- Sound knowledge of local government procedures, protocol and policies
- Ability to analyse and establish new policies and procedures

- Ability to communicate in at least English on an advanced level.
- Should have an advanced knowledge on the principles of customer care and service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Presentation and communication skills with knowledge of sound ways to inform audiences (individuals or groups) through written, oral and visual media.

## **KEY RELATIONSHIPS**

### **Internal:**

- Members of the Roading Department
- Members of other Infrastructure Services Departments (Communication and consultation as required – Thus providing more cost effective solutions to council as a whole)
- Members of Strategic Partnerships & Community Services Departments (Advise of best practice, media releases/public liaison and input to roading specialist projects).
- Other Council Managers and staff
- Mayor, Councillors and Community Board Members

### **External:**

- Public (Notification/consultation for projects and investigating/resolving complaints/CRMs)
- Contractors/Service Providers (Procurement and management to achieve desired outcome for HDC)
- Neighbouring Local Authorities (Actively seek information and progress collaboration opportunities)