

## Position Description

<b>POSITION</b>	: <b>Roading Asset Engineer</b>
<b>REPORTS TO</b>	: <b>Roading Manager</b>
<b>EMPLOYMENT TYPE</b>	: <b>Permanent – Full Time</b>
<b>LOCATION</b>	: <b>Alexandra</b>

### Primary Objective

Assist in the development and improvement of Council's Road asset management, engineering and planning and contribute to strategy development to enable robust decision making."

### Our Values

Our values embody the culture of the Central Otago District Council, how we behave and how decisions are made. They are built by staff, for staff, ensuring that all employees are on the same page so we can achieve and deliver our vision.



**Me manaaki tētahi ki tētahi, me  
pakihiwitahi te tū – kia haere tahi ai tātou**

Respect each other, stand shoulder to shoulder – so that we may travel on this journey together

### Principle Duties and Responsibilities

#### Roading Asset Management

1. Assist with Council's road asset management on a planned basis with a long term focus.
2. General Asset Information Management.
3. Assist with the collection and management of asset data.
4. Assist with RAMM inventory data support and training.
5. Support Council's Traffic Count programme.
6. Input into Activity Management Plan projects as required.
7. Manage street lighting and associated asset data information within the district.
8. Vehicle accessways requests.

## **Roading Network Management**

1. Work in a collaborative manner alongside Councillors, staff and contractors to achieve continual improvement in the day-to-day operation of the roading network.
2. Roothing asset condition assessments and asset inspection
3. Interface with the public and other agencies on issues relating to asset data on the roading network.
4. Field auditing of asset data
5. General engineering support for the wider Roothing operations team

## **Special Projects**

To undertake special projects, as assigned from time-to-time, by the Roothing Asset Manager, Roothing Manager or Infrastructure Manager.

Because of the ongoing review of Council operations using the systems thinking method, and skills of the position holder, the principal duties and responsibilities may vary.

## **Key result Areas**

Key result areas have been identified to assist in formulating performance objectives. The duties of the position are being carried out to a satisfactory standard when:

1. Council's assets are managed in a collaborative, planned, cost effective and proactive manner.
2. Information within the RAMM database is accurate and up to date.
3. Measurable contribution and support with engineering solutions for the Roothing an wider Infrastructure team.

## **Delegations**

Makes decisions within the authority delegated by the Infrastructure Manager.

## **Position Requirements**

### **Experience/Knowledge preferred**

- Roothing asset management, roading asset data management and reporting, and local authority roading policy awareness.
- Hold industry recognised Asset Management or Engineering qualifications or relevant work experience.

### **Specific Skills**

- Communication and Interpersonal

- Time management/Organisational
- Analytical
- Confidentiality
- Strategic outlook
- Customer focus

### **Personal Qualities**

- Self-confident
- Able to use initiative.
- Able to express ideas clearly.
- Listening skills
- Able to report effectively.
- Ability to work with a minimum of supervision.
- Supportive
- Adaptability
- Honesty and integrity
- Able to cope with a variety of situations.
- Ability to promote the desired interest of the Central Otago District Council through good public relations.

<b>Relationships</b>
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#### **External**

Consultants  
Public  
Contractor

#### **Internal**

Chief Executive Officer  
Executive Leadership Team  
Group Manager - Planning and Infrastructure  
Rooding Manager  
Rooding Asset Manager  
Infrastructure Team  
Rooding Team  
Elected Members  
Other Council Staff