

## Your Position

<b>Your job</b>	<b>Operations Engineer Assistant – Transport Kaiāwhina Kaimātai Pūhanga – Ikiiki</b>
<b>Your group</b>	City & Community Infrastructure
<b>Your team</b>	Transport
<b>Your manager</b>	Manager, Transport - Darrell Statham
<b>Your base</b>	Porirua

## What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

### Our goals:

- A growing, prosperous and regionally connected city
- A village and city experience
- Children and young people at the heart of our city
- A healthy and protected harbour and catchment

### How we work together:

- Team up – Together we make a difference for our community
- Work smart – We are curious, courageous and learn from experience
- Make it happen – We use our energy and skills to get things done

## Your team's purpose

City & Community Infrastructure's purpose is to:

- lead planning and maintenance of Council's infrastructure (including roading) and utility assets, within a well-informed long-term strategy;
- ensure the provision of transportation, water, stormwater, sewage disposal and solid waste services;
- deliver community services, including, parks, library, recreation and cultural services.

## Your purpose

The Operations Engineer Assistant – Transport role is to:

- assist the Operations Engineers to ensure effective and efficient financial and operational management of the Roads Maintenance contract;
- provide industry best practice advice on road network maintenance and operation, project and contract management commensurate with experience;
- pursue value for money outcomes and, where possible, be innovative when doing so and seek ways to extract greater efficiency and effectiveness from the maintenance, operations and renewals programme.

## Who you'll be working with

Your direct reports	<ul style="list-style-type: none"><li>• None</li></ul>
Your indirect reports	<ul style="list-style-type: none"><li>• None</li></ul>
External people and groups	<ul style="list-style-type: none"><li>• Contractors, consultants and suppliers</li><li>• NZTA</li><li>• Government, public organisations</li><li>• Members of the public and customers</li><li>• Other local authorities</li><li>• Industry groups.</li></ul>
Internal people and groups	<ul style="list-style-type: none"><li>• Executive Leadership Team, managers and staff at all levels of the organisation.</li></ul>

## Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> <li>• Assist the Operations Engineers to manage substantial contracts for roading maintenance and roading projects, including structures</li> <li>• Assist the Operations Engineers with financial management and reporting, internally and to NZTA, on the Roads Maintenance contract work</li> <li>• Assist with Road Asset Management System (RAMM) and GIS</li> <li>• Support reactive and emergency works on the transport network</li> <li>• Input to, and support of, maintenance aspects of revocation projects</li> <li>• Ensure timely, accurate and complete responses to customer queries and issues</li> <li>• Set clear objectives and measures to monitor progress and results</li> <li>• Oversee contractor work practices and processes that ensure compliance with the Health and Safety at Work Act 2015.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive.</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Build commitment of our vision, strategic directions, values and services</li> <li>• Willingly undertake any duty required within the context of the position</li> <li>• Adhere to our Code of Conduct</li> <li>• Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event.</li> </ul>

## Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> <li>• Undergraduate qualification or diploma in civil engineering or equivalent experience</li> <li>• Self-management</li> <li>• Progressive and analytic thinking</li> <li>• Integrity</li> <li>• Initiative</li> <li>• A high level of communication skills – oral and written</li> <li>• Relationship management and Interpersonal skills</li> <li>• Strong excel skills</li> <li>• Good numeracy skills</li> <li>• Team-working skills</li> <li>• A customer focus</li> <li>• Problem solving skills</li> <li>• Decision making skills</li> <li>• Planning skills</li> <li>• Good computer skills in the standard applications with the ability to quickly pick up new applications</li> <li>• current unrestricted drivers licence</li> <li>• Understanding and commitment to health and safety in the workplace</li> </ul>
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	<ul style="list-style-type: none"><li>• Understanding and commitment to diverse workplaces</li><li>• Understanding and commitment to the Treaty of Waitangi and bicultural issues.</li></ul>
It'd be great if you also have:	<ul style="list-style-type: none"><li>• Local body roading experience</li><li>• CAD / GIS / Database skills</li><li>• Construction site/management experience</li><li>• An understanding of NZTA funding mechanisms and systems</li><li>• Budget management experience</li></ul>

Last updated February 2021