

Your Position

Your job	Graduate Roading and Drainage Engineer (fixed term) Kaimātai Pūkaha Ara Huarahi me te Hanganga Wai
Your group	Infrastructure
Your team	Transport
Your manager	Manager Maintenance and Delivery
Your base	Council premises within 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 strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi – Team up
Mā te mahi tahi e puta ai he hua tatou tatou hapori
Together we make a difference for our community
- Mahi Atamai – Work smart
Ka whakapātari i a tatou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia – Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

The Transport business unit comprises three teams; Maintenance and Delivery, Engineering and Compliance and Asset Planning. The business unit is responsible for a significant portion of the Council's customer interactions and budget spend to deliver a transport network that supports people as they work, live and play in Porirua.

Your purpose

The purpose of the Graduate Roading and Drainage Engineer's role is to:

- Develop your ability to inspect maintenance, including road resurfacing as well as renewal and new build construction works to ensure that any physical work is completed to the necessary standards and specifications
- Work with the Project manager and the Contracts Manager in holding consultants and physical works delivery contractors to account for substandard work
- Assist the Project Manager with the day to day running of multiple projects.

Who you'll be working with

Your direct reports	• None
Your indirect reports	• None
External people and groups	• Contractors, consultants and suppliers • Waka Kotahi • Central, regional and local government, public organisations and business • Members of the public and community organisations • Ngāti Toa • Other local authorities • Industry groups
Internal people and groups	• Transport Team, Executive Leadership Team, managers and staff at all levels of the organisation • Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	• Establish excellent working relationships with contractors in the field • Familiarise yourself with the contract performance criteria and be able to measure delivery against it. • Develop the ability, with support from the Project Manager, to inspect maintenance, resurfacing, vegetation and construction work on a frequent basis to ensure it meets Council's standards and specifications. • Provide the Project Manager input into the planning and sequencing of works to influence the forward works program. • Accept As-builts and ensuring the Asset Data Lead receives them • Measure and quality checking building materials • Develop the ability to identify defects and suggesting to contractors ways to correct them.

	• Monitor progress of work and reporting to the Project Manager and the Contracts Manager for action as required • Monitor and report risks to scope, time and budget and providing supporting evidence to the Project Manager such as photos, measurements or samples when things aren't going to plan. • Keep detailed records of work as it is completed and ensuring AWP (formerly RAMM) is updated accordingly. • Develop the ability to brief, audit and report on contractor work practices and processes that ensure compliance with the Health and Safety at Work Act 2019 • Develop the ability to complete TTM audits when out on site and report back to the Senior Compliance Officer • Support the Senior Compliance Officer by undertaking, and providing guidance on, how to conduct reinstatement inspections • Develop the ability to provide technical input to Transport contracts as required. • Update asset condition data when inspecting any assets • Draft responses to public and Elected Member queries about any roading issues that are brought in via the Service Request process which cannot be answered by the Contractor. • Escalate reactive work to the Contractor after gaining appropriate approval from the Project Manager. • Provide other transport services and advice as required by your manager. • Ensure your work is planned and can be delivered within committed timeframes. Where it cannot be, ensure your manager is advised so they can support you in the re-prioritisation of work • Develop your ability to provide expert advice and guidance on any elements of roading engineering – for example, guiding the Compliance Officers in how to determine what a good road reinstatement looks like.
Health and Safety	• Take reasonable care that your action, or inaction, does not adversely affect the health and safety of other people • Take reasonable care of your own health, safety, security, and wellbeing • Ensure all health, safety and security incidents are reported.
Relationship Management	• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive • Establish and maintain effective relationships with third party suppliers and contractors on the PCC network
Corporate Responsibilities	• Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event
Emergency Management	• Be prepared to activate in response and recovery, to provide advice and input into key decisions around the transport network.

Your skills, experience and qualifications

It's essential that you have:	• A bachelor level qualification in engineering or equivalent experience • Willing to negotiate and control works with external providers • A high level of communication skills – oral and written • Relationship management and Interpersonal skills • Good numeracy skills including previous budget management experience • Planning skills • An ability to work as a member of a team and contribute to the effective performance of –the Transport team • Integrity • Initiative • A customer focus • Problem solving skills • Decision making skills • Good computer skills in the standard applications with the ability to quickly pick up new applications • Current unrestricted New Zealand drivers licence • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues.
It would be great if you also have	• Knowledge of, and experience in, roading construction, resurfacing and maintenance activities • An understanding, if not operational knowledge, of AWM (formerly RAMM) • Local body roading experience • Chartered Engineer qualifications • Contract management experience • An understanding of NZTA funding mechanisms and systems • STMS warrants to STMS U N/P (minimum) • Political nous

Last updated September 2025



Porirua City Council supports an inclusive & welcoming environment & is a member of Diversity Works.