

Position Description

Position Title

Asset Planning Engineer (Roading & Transport)

Location

Rangiora Service Centre – Farmers Building

Contract Type

Permanent

Date

April 2026



Department

Utilities & Roading



Unit

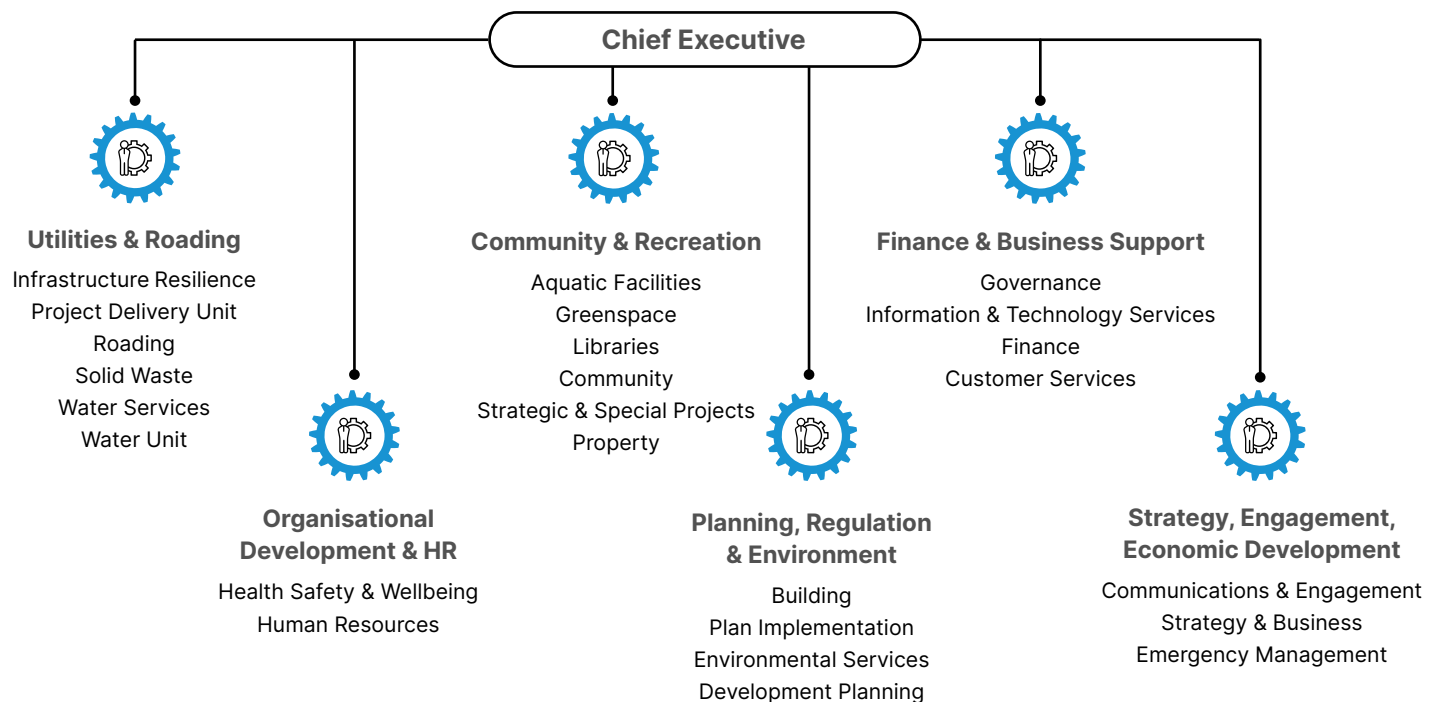
Roading & Transport



Team

Not Applicable

Organisation Context



Tā mātou mauri

Our principles

Our purpose

To make Waimakariri a great place to be, in partnership with our communities.

Our vision

We are a respectful, progressive team delivering value for our customers.

Our values

We will...

Act with integrity, honesty and trust

Keep you informed

Do better every day

Take responsibility

Work with you and each other

Our customer promise

We will be professional, approachable and solutions-focused.

Position Details

Purpose of Position

To manage the Roding and Transportation asset management system(s) in accordance with asset management best practice, to ensure all Council and legislative requirements are met.

To deliver the Transportation Activity Management Plan and ensure that it meets NZ Transport Agency and Audit NZ requirements.

To manage the annual Roding & Transport revaluation in conjunction with the Finance Team.

To work collaboratively with the wider Roding & Transport Team to ensure that the Transportation Activity Management Plan meets the needs of the Community, ensures that asset life is well understood and managed so that the transportation network can operate in a safe, efficient and cost effective manner, and is in accordance with best practice.

Key Relationships

Responsible to

Roding and Transport Manager

Responsible for

Nil

Internal

- Roding and Transport Manager & wider Roding Team
- General Manager, Utilities and Roding
- Project Delivery Unit & Development Team
- Other Asset Managers, Finance Team & AIM Team
- Health, Safety & Quality Team

External

- Mayor, Councillors / Community Board Members
- Community and Business Groups
- Customers / Ratepayers / members of the Community
- Contractors / Consultants / other Councils
- Te Ngāi Tūāhuriri Rūnanga

Is there an approved delegated authority for this role? ☐ Yes ☒ No

If yes, state limit for role \$:

-

If yes, is this role responsible for that budget? ☐ Yes ☒ No

Vetting Requirement (contact HR for further advice as required)

Under the NZ Police vetting criteria, thorough vetting is required to safeguard communities by assessing the backgrounds of individuals who work with vulnerable populations.

This role provides care/protection/education/training to vulnerable members of society such as children, young people, elderly and/or disabled. ☐ Yes ☒ No

If yes, does this role fall under the Childrens Act 2014? ☐ Yes ☐ No

If yes, this position has been identified as:

Vetting under the Children's Act 2014 is necessary to ensure the safety and well-being of children by thoroughly assessing individuals who work with them.

Key Result Areas

KPI (area of responsibility)

Manage the development and updating of the Transportation Activity Management Plan, including implementing and monitoring of the Improvement Plan.

Develop Resilience Planning in conjunction with the wider Rooding & Transport and Infrastructure Recovery Teams.

Provide technical input into the Infrastructure Strategy for the Rooding & Transport area.

Manage RAMM (Road Assessment and Maintenance Management) software to ensure it delivers the required asset information for managing transportation assets, resulting in more efficient operation and better decision making.

Implement improvements and updates to the software and support RAMM users.

Development and implementation of the RAMM Quality Plan, including auditing.

Manage assets condition rating activities (including carriageway, footpath, kerb and channel, bridge and street light ratings).

Manage road roughness surveys in accordance with the Consistent Condition Data Collection Standard and NZ Transport Agency.

Develop and implement improved data collection, asset condition, performance / monitoring and quality systems relating to asset management processes, including robust estimations of asset remaining lives and depreciation requirements.

Manage the Pavement Deterioration Modelling process.

Measure (successful when)

Transportation Activity Management Plan (TAMP) prepared and updated on a 3 yearly cycle, in a timely manner.

Transportation Activity Management Plan meets NZ Transport Agency and Audit NZ requirements.

The Transportation Activity Management Plan (TAMP) Improvement Plan is prepared with specific, measurable and achievable actions, progress is monitored and actions are fully implemented.

The Infrastructure Strategy reflects the districts transport needs.

RAMM is efficiently and effectively managed, is accurate and contains all relevant information on vested assets including condition and remaining life.

Reporting from RAMM is to a high standard and carried out in a timely manner.

Support and assistance is provided to RAMM users in a professional and timely manner.

Regular audits are undertaken to provide assurance that asset data is being correctly entered.

Condition rating data is up to date, accurate and meets the required standards.

Audits area scheduled and implemented at regular planned intervals.

Community driven levels of service are met.

Accurate and reliable data and improved processes are efficiently and effectively delivered to support advanced asset management principles.

There is an improved understanding of asset condition and performance.

Programmes effectively managed in line with agreed time frames and budget.

Key Result Areas Continued

KPI (area of responsibility)

Undertake regular updating of the Roding budget spreadsheets in conjunction with the finance Team, including inflation and growth adjustments.

Responsible for reporting for the Roding & Transport area on financial and performance measures. This includes meeting regular DIA and NZ Transport Agency reporting requirements across various areas.

Manage the annual revaluation of Roding & Transport assets and implement improvement recommendations, in conjunction with the Finance Team.

Monitor and provide reports on asset condition and trends, including reporting against Annual Plan and Long Term Plan key performance indicators, and NZ Transport Agency work programmes in Transport Investment Online (TIO).

Carry out other such projects and duties, including attending Utilities & Roding Committee and Council meetings, as requested by the Roding and Transport Manager and/or General Manager, Utilities & Roding.

When required, assist with the response to natural events, including weather and seismic events throughout the District.

Assist with the development of response plans and implement the agreed actions.

Assist with funding applications for Emergency related response.

Measure (successful when)

Budgets are accurately managed and updated consistent with the Activity Management Plan (AMP), forward works and NZ Transport Agency programmes, and the Long Term Plan (LTP). Budgets / funding is justified and defensible, proportion of renewal, growth and level of service apportionment. Roding Budgets are reviewed in alignment with the Transportation AMP and within the agreed time frames (minimum review quarterly). DIA and NZTA reporting requirements are met. Information is accessible in a suitable format.

Audits are scheduled and implemented at regular planned intervals.
Audit NZ requirements are met.
All vested assets and new capital projects, as at 30 June are included in valuation.
Improvements from the previous year are implemented in a timely manner.

Report information accurately and provided within the agreed time frames.
Audit NZ and NZ Transport Agency requirements are met.
NZ Transport Agency's online portal is kept up to date.
Audits are scheduled and implemented at regular planned intervals.

A degree of flexibility and adaptability demonstrated.

Tasks and duties are completed to a high standard and within agreed time frames.

Actively participates in required meetings, as necessary and/or if appropriate.

A coordinated response is delivered during an emergency event. Event response is adequately planned for.

Information is provided in a timely manner to the CDEM Team.

Funding applications are prepared and submitted in a timely manner.

Person Specification

Education/Qualifications

Minimum requirement for the role:

Graduate Dip Level 7, General Deg OR equiv level of knowledge

Specifications and/or further information:

- Holds a tertiary qualification in engineering and have over 7 years' relevant experience in road asset management and planning, or a related field.
- Holds a full Driver's License.

Knowledge/Experience

Minimum requirement for the role:

9-10 years

Needs to draw on experience of a broad nature, above that of a skilled operator, where the job impacts on wider areas and activities outside the job itself.

Further information:

- Strong understanding of local authority asset management, with experience in roading and transport asset planning and Activity Management Plans.
- Sound knowledge of RAMM, NZTA requirements, budgets and financial management, and Health and Safety at Work responsibilities.

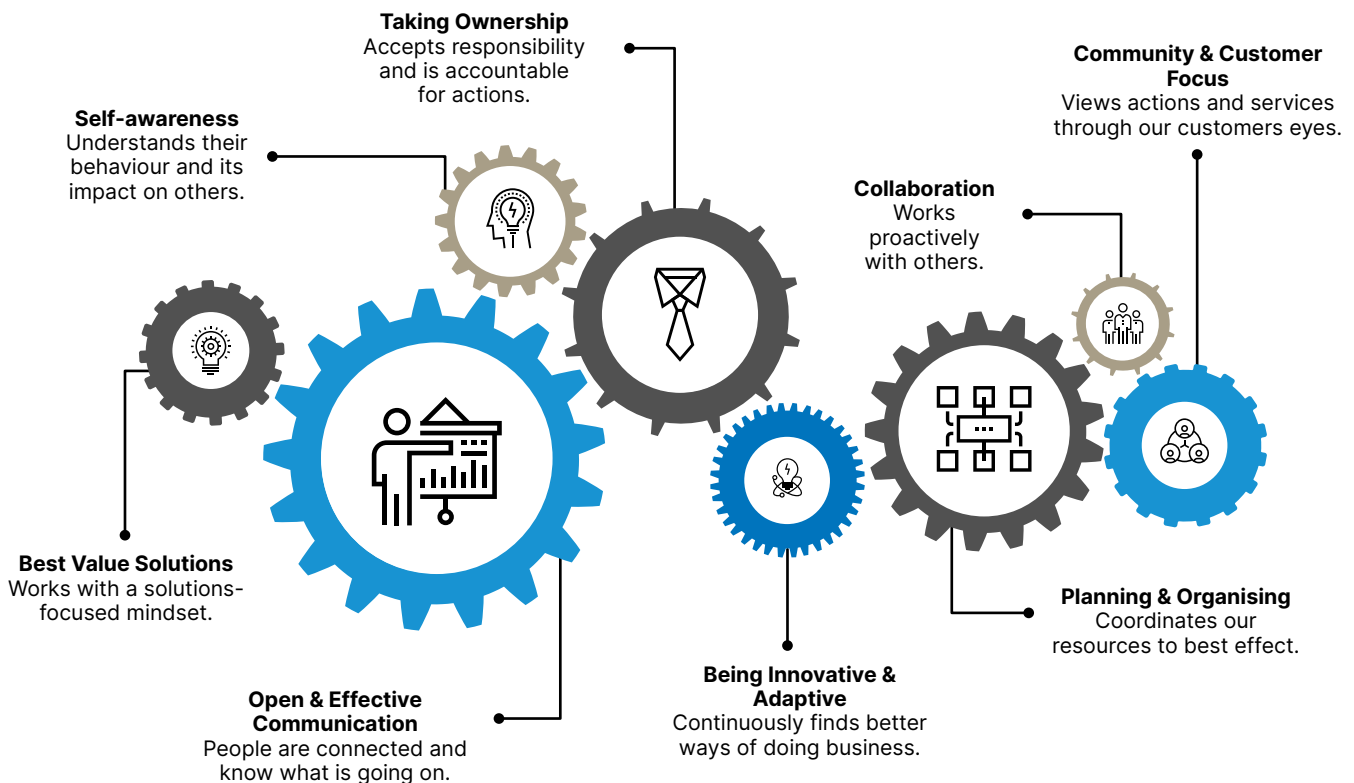
Attributes

- Can work with members of the public & all stakeholders in a respectful manner and with a solutions focused attitude to achieve positive outcomes. Openly receives and gives feedback and actively listens to others' ideas and suggestions.
- Ability to work collaboratively in a strong team environment, fostering and supporting others in the team while delivery the expected results. Works with a solutions-focused mindset and a strong customer service ethic.
- Ability to inquisitively review and correct their own and others' work.
- Willing to take ownership / responsibility for their work, while acknowledging the limits of authority.
- Ability to handle high pressure periods and seek assistance if required. Anticipates and removes barriers in order to achieve customer needs. Uses best judgement when balancing best practice and practical solutions.

Skills

- Excellent communication skills, to enable successful verbal and written communication with people from all sections of the community. Able to communicate clearly, openly and concisely through all forms of media.
- Good listening skills, with the ability to remain professional at all times and maintain a solutions focused attitude.
- Able to work in a collaborative manner with internal staff and external stakeholders & contractors.
- Able to write clear, concise and accurate reports and plans.
- Ability to determine the need or otherwise for external resources, and accurately evaluate any estimate or quote prepared by or submitted to the Council.
- Able to show an organised and logical approach.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our core competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in disaster recovery and business continuity planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description approved by

Joanne McBride

Date

28/04/2026