

# Position Description

## Position Title

**Project Engineer**

## Location

Rangiora Service Centre – Farmers Building

## Contract Type

Permanent

## Date

August 2024



## Department

Utilities & Roding



## Unit

Project Delivery Unit

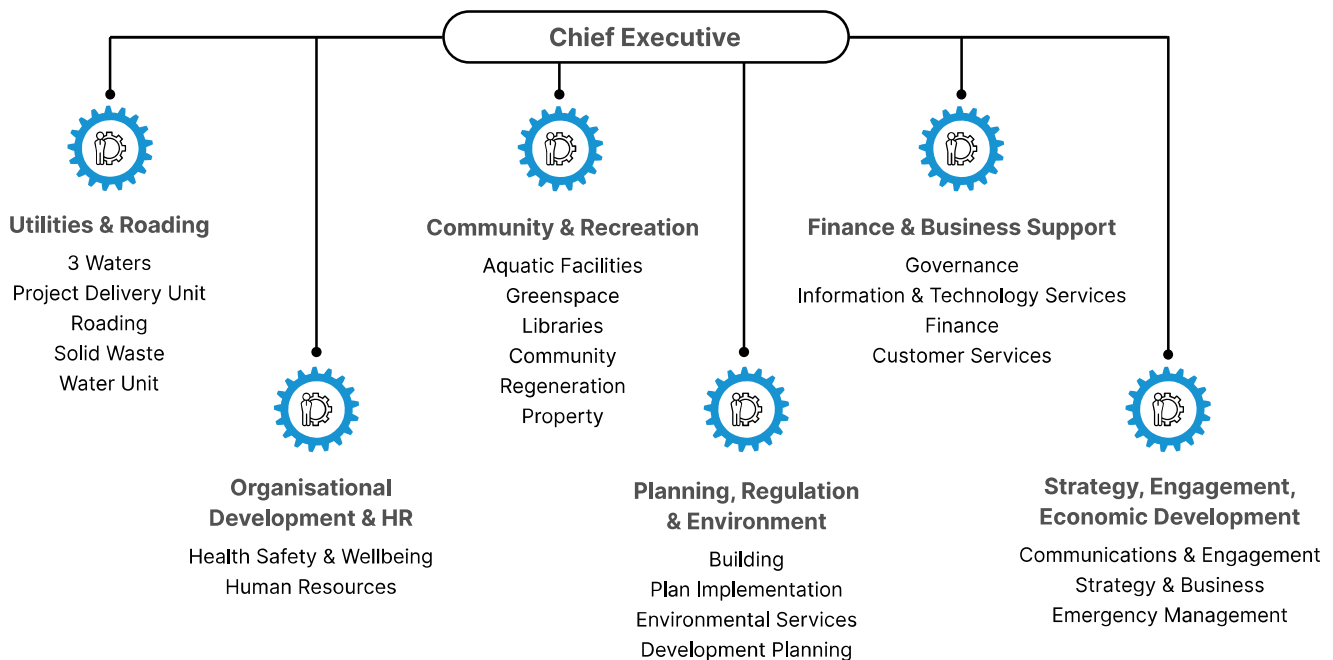


## Team

Civil Projects

Rangiora Service Centre –

## Organisation Context



# Tā mātou mauri

## Our principles

<b>Our purpose</b>	To make Waimakariri a great place to be, in partnership with our communities.			
<b>Our vision</b>	We are a respectful, progressive team delivering value for our customers.			
<b>Our values</b>	We will...			
	Act with integrity, honesty and trust		Keep you informed	
	Do better every day	Take responsibility		Work with you and each other
<b>Our customer promise</b>	We will be professional, approachable and solutions-focused.			

# Position Details

## Purpose of Position

To assist the Project Delivery Unit in providing an in-house consultancy service by:

- Being part of a Project Delivery Unit able to provide professional services to the Council competitive with the private sector and with a strong client focus.
- Providing design and project management services including investigations, project planning, network planning, feasibility studies, design, reporting, and construction management for engineering and related works in conjunction with other Project Delivery Unit staff and teams.
- Carrying out projects in a timely, technically competent and efficient manner, accounting for environmental, cultural and health and safety considerations.
- Ensuring that all documentation relating to engineering projects is of a high standard.
- Ensuring that the planning, design, construction of facilities is carried out in such a way that the environment is protected & enhanced so that maximum effectiveness and economy is achieved throughout the life cycle of the service

## Key Relationships

### Responsible to

Civil Projects Team Leader

### Responsible for

Nil

### Internal

Civil Projects Team Leader; Civil Projects Team; Project Delivery Manager; Project Delivery Unit Staff; General Manager, Utilities & Roading; 3 Waters Staff; Roading Staff; Solid Waste Staff; Greenspace Staff; Asset Managers; Health, Safety & Wellbeing Manager

### External

Consultants; Contractors ; Mayor; Councillors / Community Boards; Customers / Ratepayers; Members of the Community; Consent Authorities; Utilities Providers; Other Councils

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)

Undertake investigations, feasibility studies, and reporting.

### Measure (successful when)

Investigations and reports are clearly presented and meet objectives of the client.

Undertake concept and detailed design, including calculations, preparation of design reports, preparation of detailed designs, and draughting.

Designs are completed to a high standard meeting requirements of the Project Delivery Unit and the client.

Undertake or assist with Asset Management activities relating to the analysis of asset data, including associated reporting and presentation of findings.

Professional standards are achieved to the satisfaction of the client.

Prepare contract and tender documents and manage the tender and construction processes including contract administration.

Contract documents are completed to a high standard.

Maintain systems for monitoring work programmes and associated budgets to complete the works.

Systems are maintained and clients are provided with regular updates on programme and budget.

## Key Result Areas Continued

### KPI (area of responsibility)

Lead or assist in the preparation of assessment of environmental effects and resource consent applications for projects, including engaging specialist advice where necessary.

Administration of the agreed projects, including preparing project plans, arranging meetings, preparing reports, presenting information, and implementing decisions.

Engage and manage consultants where required.

Assist in developing and maintaining quality systems and procedures relating to engineering services within the Council.

Where necessary and appropriate, provide assistance with engineering planning and asset management, project management, design, and construction management for projects that are the responsibility of the Project Delivery Unit.

### Measure (successful when)

Resource consent applications are prepared and consents obtained in the agreed timeframes.

Projects are adequately scoped and clients are kept informed on progress.

Projects are delivered in the agreed timeframes.

Project documentation is completed and stored in repositories.

Projects are delivered in the agreed timeframes with positive client feedback.

## Key Result Areas

**KPI** (area of responsibility)

Undertake or assist with any other project or task as necessary as directed by the Project Delivery Manager or Manager, Utilities & Roading.

**Measure** (successful when)

A degree of flexibility and adaptability demonstrated.  
Projects and duties completed within agreed timeframes.

# Person Specification

## Education/Qualifications

Minimum requirement for the role:

Applied/Honours/Conjoint Degree (eg: CA, BSc, BCom, LLB, BN)

University Specified Degree

Specifications and/or further information:

Holds a suitable engineering or related science qualification. Holds a full drivers license.

Desirable: Chartered Professional Engineer or working towards. May hold a professional membership of an appropriate association.

## Knowledge/Experience

Minimum requirement for the role:

3-4 years

Needs to draw on relevant longer-term experience specific to the job and work demands, acquired over time.

Further information:

Proven competence in 3 Waters, Civil, and Environmental Engineering techniques. A broad understanding of and willingness to develop skills in various disciplines of asset management, project management, investigations, feasibility assessments, reporting, design, collation of contract documentation, administration of tendering process, contract award, & construction manageme

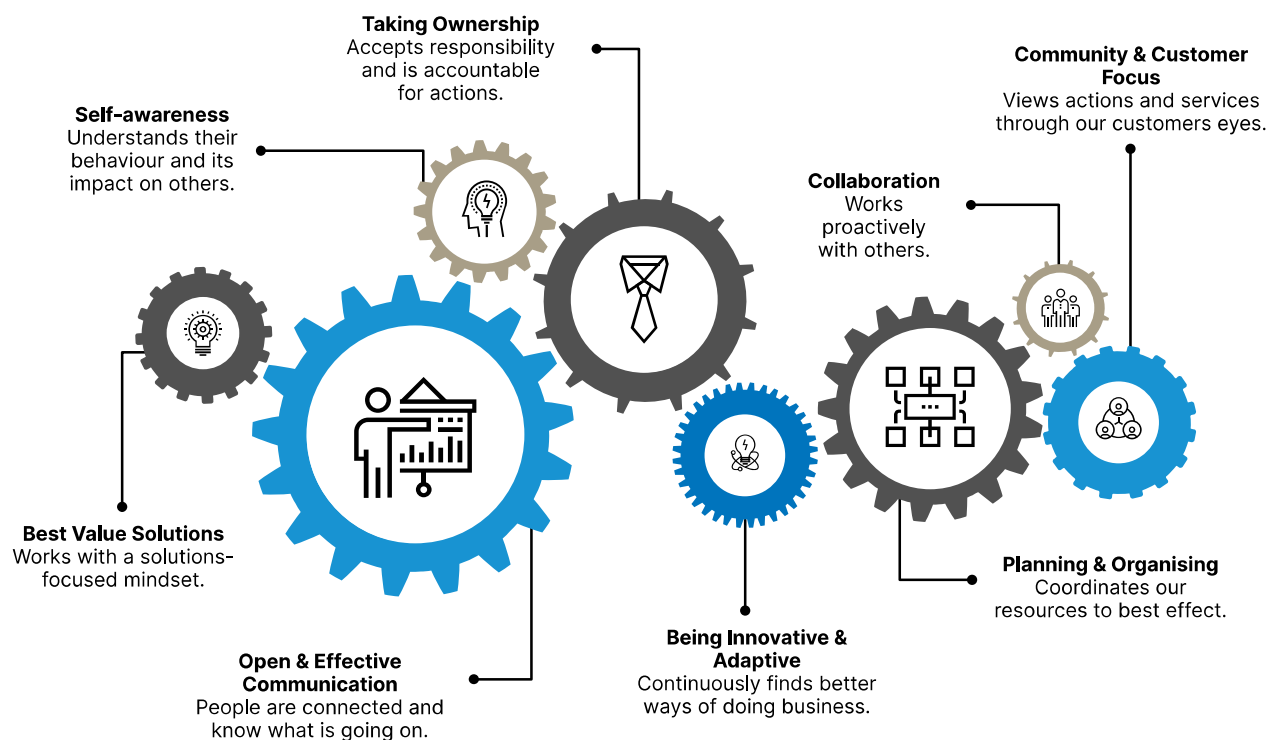
## Attributes

- Shares best practice and learnings across own team and department.
- Willingness to take ownership and responsibility for their work, while acknowledging the necessary limits of authority.
- Develops best value solutions.
- Asks open questions to gain complete understanding and clarification.
- Able to work with others at all levels within the organisation.
- Open to ideas and suggestions of new ways of working.
- Continually looks for opportunities to work more efficiently and sustainably.
- Flexible and solutions focused.

## Skills

- Effective communication and interpersonal skills.
- Able to write clear, concise, and accurate reports.
- Effective time management and organisation skills.
- Intermediate MS Office Suite skills.
- Ability to demonstrate familiarity with key Project Management tools, such as Critical Path techniques, risk analysis, financial evaluation tools, and cost budgeting and tracking would be advantageous.
- Ability to determine the need or otherwise for external resources, and accurately evaluate any estimate or quote prepared by or submitted to the Council would be preferred.

# 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

Colin Roxburgh

Date

August 2024