

# Palmerston North City Council Job Profile



|                          |                             |
|--------------------------|-----------------------------|
| <b>Position Title</b>    | Graduate Engineer (Roading) |
| <b>Reporting to</b>      | Technical Services Manager  |
| <b>Unit</b>              | City Enterprises            |
| <b>Date last updated</b> | October 2017                |

## Values

We are committed to fostering an environment where our values of Trust, Worth, Service, and Transformation form the cornerstones of our interactions with each other and the city we serve. We believe it is essential to treat each other with respect and dignity, take responsibility for own actions, and have a positive, friendly, and professional approach.

## Context

City Enterprises is the Service Delivery unit of Palmerston North City Council. It is responsible for providing both professional services as well as physical works for internal and external clients.

The Technical Services Division provides a variety of professional services covering the disciplines of civil and structural engineering, public health engineering, roading, architecture, draughting, surveying, forestry and facilities management.

## Main Purpose

To support the senior Roading Engineer in the management of the Palmerston North City Council Roading Maintenance Contract and the delivery of other roading physical works contracts.

To develop skills within roading infrastructure and other areas of Local Government and progress towards professional membership.

To provide technical advice, design, and project management for engineering works for the Palmerston North City Council.

## Key Areas of Responsibility

### Design Services

Planning, Investigation and Detailed design undertaken on nominated projects across a range of roading activities.

### Contract and Project Management

Oversight and assistance with delivery of contracts and projects, including:

- Preparation of documentation for contracts
- Management of contracts
- Co-ordination of staff and resources
- Assistance with long-range works programming and actioning of works

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## Technical Advice

Advice on technical aspects of nominated projects across a range of roading areas, including identification of risks, options, and delivery.

## Investigation and Research

Collation and analysis of data and information, and provision of innovative and effective advice.

## Ongoing Professional Development

To actively progress toward achieving Chartered Professional Engineer (CPEng) status.

## Maintaining the Business Approach

Ensure that services provided to Clients are undertaken in accordance with the relevant contractual agreements and are actioned in a timely, efficient and responsible manner.

Foster client relationships and maintain effective communication with all clients at all times.

Contribute to the Business Plan objectives of City Enterprises in a proactive manner.

***Please note:** Key areas of responsibility are likely to develop and change over the course of an employee's tenure at Council as the employee grows in skills and competencies. These key tasks and areas of responsibility are not an exhaustive list, nor will they remain static. The annual Performance, Planning and Evaluation (PPE) will supersede this job description. In addition, employees may be asked to do tasks outside of this description as and when required.*

## Risk Management accountabilities for all employees

- **Council Policies and Procedures:** Ensure self and team comply with applicable council policies and procedures.
- **Environmental:** Reduce environmental impacts that may arise from work. All activities and communications must be conducted in accordance with applicable environmental laws and council policies. Promote the proactive management of environmental issues associated with conducting business.
- **Health & Safety:** Comply with Health and Safety obligations (e.g. observe and practice safe work methods, ensure your own safety and that of others, report any hazards or potential hazards immediately, use protective equipment and wear protective clothing provided where appropriate, only operate equipment that you have the necessary license and skills to operate, make unsafe situations safe or report unsafe working conditions to your supervisor, report all accidents including near misses promptly)
- **Employment Legislation:** Comply in full with employment legislation and adherence to applicable policies in the areas of employment, EEO and recruitment.

## Key Relationships

### Internal:

- Technical Services staff
- Clients of City Enterprises (mainly City Networks)

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## External:

- Service Authorities
- Contractors
- Consultants

## Typical knowledge, skills, and attributes:

### Knowledge (*qualifications and experience*)

- A Washington Accord compliant degree of Bachelor of Engineering (Civil), or equivalent.
- Work experience in the roading infrastructure field since graduation is desirable.
- Must be prepared to undergo additional recognised industry qualifications and training to extend personal technical knowledge
- A current New Zealand driver's licence

### Skills and Attributes

- Ambition to achieve Chartered Professional Engineer status
- Openness to change and willingness to learn
- Ability to communicate effectively, both orally and written
- Willingness to undertake different challenges
- Conversant with assessing and applying intellectual processes
- Ability to learn and use design software programmes (e.g. autoCAD, structural, hydraulic and project management)
- Ability to quickly and fully grasp and assess complex ideas
- Analytical Skills, as proven through psychometric testing (administered by PNCC at shortlisting)
- Computer literate (Intermediate knowledge of Microsoft Programmes including Word & Excel)

## Remuneration

- This role is graded at **(SP2/SP3)** on the Council's remuneration system, i.e. between **\$48,625** (85% SP2) and **\$66,953** (100% SP3) depending on the Manager's assessment of the skills/experience of the jobholder and any other relevant factors.
- In addition, a benefit entitlement of **2.5%** (SP2) or **3.0%** (SP3) of base salary is available.

## Other

The position may be called to work outside normal working hours in the event of a Civil Defence emergency or exercise. The job holder will be expected to participate fully in training provided for this and any other Unit activities.

## Competencies

| Core    |   |
|---------|---|
| Service | <ul style="list-style-type: none"><li>▪ Recognises the diversity of customers, and adapts approach and style to meet their needs</li><li>▪ Offers customers a range of solutions to problems</li><li>▪ Demonstrates commitment to delivery of agreed solutions</li><li>▪ Delivers and follows up on solutions</li><li>▪ Seeks and gives feedback from customers</li></ul> |

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|                                |  |
|--------------------------------|--|
|                                | <ul style="list-style-type: none"> <li>Looks for where improvements can be made to systems and processes</li> </ul>  |
| <b>Communication</b>           | <ul style="list-style-type: none"> <li>Clearly communicates messages in a clear and concise manner</li> <li>Uses the most effective method and style of communication for the target group and the situation</li> <li>Uses active listening techniques including reflection and paraphrasing</li> <li>Shares ideas appropriately</li> <li>Recognises and minimises barriers to communication</li> </ul>  |
| <b>Business ethics</b>         | <ul style="list-style-type: none"> <li>Demonstrates integrity, honesty, and commitment</li> <li>Acts ethically in all dealings</li> <li>Is equitable and ethical in the treatment of others</li> <li>Is prudent in financial dealings</li> </ul>   |
| <b>Information Technology</b>  | <ul style="list-style-type: none"> <li>Has an appropriate level of skill in computer software relevant to the requirements of the role. Is confident to try new software</li> <li>Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals</li> </ul>   |
| <b>Role specific</b>           |  |
| <b>Intellectual Capability</b> | <ul style="list-style-type: none"> <li>Shows evidence of high level analytical thinking</li> <li>Goes beyond the immediate problem presented and probes to make sure all aspects are addressed.</li> <li>Rapidly and accurately identifies key issues or actions.</li> <li>Goes beyond the information immediately available.</li> <li>Able to consider the wider implications</li> <li>Systematically breaks down multidimensional problems or processes into component parts, or uses analytical techniques to identify and critically evaluate options</li> </ul> |
| <b>Professional Skills</b>     | <ul style="list-style-type: none"> <li>Has developed a body of knowledge reflected by a graduate qualification.</li> <li>Working towards a post-graduation qualification</li> <li>Evidence of an understanding of the principles and concepts of the profession</li> <li>Commitment to developing practical experience in the profession</li> <li>Knowledge of relevant legislation</li> <li>Knowledge base is current, regularly updated and extended</li> <li>Actively develops related skills such as project management skills</li> </ul>                        |
| <b>Coaching and Mentoring</b>  | <ul style="list-style-type: none"> <li>Remains abreast of the latest professional knowledge</li> <li>Takes opportunities for professional development</li> <li>Actively seeks coaching and mentoring</li> </ul>  |
| <b>Organisation Excellence</b> | <ul style="list-style-type: none"> <li>Continually seeks to improve own performance</li> <li>Seeks world class solutions to performance</li> <li>Recognises opportunities for innovative solutions for improvement</li> <li>Seeks excellence but not at the exclusion of other factors</li> </ul>  |
| <b>Political Acumen</b>        | <ul style="list-style-type: none"> <li>Operates in an apolitical manner offering unbiased professional advice.</li> <li>Operates in a fair, consistent and equitable manner.</li> </ul>  |