

Palmerston North City Council Job Profile



Position Title	Senior Contracts Engineer
Reporting to	Delivery Team Leader
Unit	Infrastructure
Date last updated	May 2019

Values and Principles

Our principles of being inclusive, ambitious, enabling, open, bold and guardians support goals that enable a new vision for Palmerston North: *small city benefits, big city ambition*. Our current values are evolving under a transformation programme to reflect this aspiration for the city to reach its potential and capitalise on its strengths. We believe it is essential to be a leader, treat each other with respect and dignity, take responsibility for our own actions, and have a positive, friendly and professional approach.

Context

The Infrastructure Unit of Council is responsible for the stewardship of Council's infrastructural assets (roading, parking, water, waste services, parks, community facilities and property) as well as the delivery of all the services. The Unit's focus is on long-term services planning enabled by effective asset management planning, long-term and annual programming of maintenance, renewal and capital development works, operation of the infrastructure services and in-house support for design and delivery of the capital programme.

The Council utilises its investment in infrastructural assets to deliver best value services to its community through advanced asset management practices and through multi-disciplinary contributions from other Units within the Council Organisation.

The Transport & Infrastructure Division

The Transport and Infrastructure Division is responsible for the overall management of the transport and three waters activities including pedestrian, cycling, public and vehicle transport as well as stormwater, wastewater and water supply.

In addition to operational management, the division is responsible for delivery of the capital programme in these activities including both renewals and new asset provision. Management of the three waters services is shared with the Water Operations Division.

The activities of the division are organised into five teams with dedicated team leaders as follows:

- **External Liaison and Development Team** - Responsible for all infrastructure Unit interactions with external clients in relation to new building, land and sub-division consents as well as processing requests for new or altered water services connections and vehicle crossings. In addition, this team manages the activities of contractors in the road corridor through an on-line permit system and manages the issue of and compliance for consents issued for trade waste, stormwater discharge and water take from Council managed networks.

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- **Design Team** - Responsible for providing internal services to complete a range of investigation, design and review functions for other parts of the Infrastructure Unit. Key deliverables include design review of building consents, as well as survey, investigation, design and draughting for roading, three waters and parks as well as property related projects.
- **Delivery Team** - Responsible for project delivery within the Transport and Infrastructure Division, by undertaking project and contract management of the full range of transport and three waters projects.
- **Activity and Investigations Team** - Responsible for the management of the activities of the division in their role as project sponsors and budget holders. The team is also responsible for undertaking detailed planning and investigation of programmes and projects as part of scoping for delivery. Other duties include operations management in the transport area and policy and bylaw development and implementation.
- **Civil Construction Team** - Comprises the in-house Council team responsible for construction of a wide range of civil works. Main focus is renewal and upgrade of city wide three waters pipe networks and pump stations as well as city wide footpath and concrete works at the city cemetery.

Main Purpose

The Contracts Engineer will report directly to the Delivery Team Leader and is responsible as part of the delivery team for the delivery of physical works through contracts with internal and external providers. Working with the project manager and the project sponsor or budget holder, the position holder is required to manage the interaction with the contractor across the full range of civil, mechanical, process and building related capital new and renewal projects.

Key Areas of Responsibility

Contract Management

- Work with the project manager and project budget holder to prepare project execution plans, schedules and confirm budgets required to deliver projects under contract
- Manage physical works under contract from start-up through to the end of defect liability in accordance with the condition of contract
- Document all contract engagements, meetings and changes to the scope of work through robust and systematic use of contract management processes and document templates
- Undertake regular health and safety and quality audits to ensure compliance with Council and legislative requirements and to ensure the work meets the specified quality standards in the contract
- Communicate regularly both informally and formally with the project manager, budget holder, other key stakeholders such as residents and affected parties and other Council staff to ensure clear understand of project status and critical actions
- Initiate contractor / client engagements to resolve issues and challenges in a timely and positive manner

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Financial Management

- Monitor and manage contract expenditure in line with the conditions of contract and within the delegated authority granted by the contract or Engineer to the Contract
- Advise and refer all major scope and financial variations to the Project Manager and Project Budget Holder for approval
- Review and certify all contract claims, addressing any discrepancies and documenting claims for processing and approval by the Project Manager to enable payment in compliance with the contract terms and the Construction Contracts Act
- Identify every opportunity to control and manage construction costs to achieve value without compromising the quality and performance of the project outcomes

Technical Support

- Assume the role of Engineer's Representative to the contract if skilled and trained to do so and act under the delegated
- Contribute to and participate in design review and tender assessment and evaluation processes to ensure decisions are robust and reflect construction requirements
- Contribute to and participate in reviews and updates to standard Council specifications and document templates to ensure these are robust yet practical
- Assist with design and design reviews in specialist technical areas where the position holder has demonstrated and current technical expertise

***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.

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Key Relationships

Internal:

- Infrastructure Leadership Team
- Delivery Team Leader
- Other Transport and Infrastructure Division Team Leaders
- Activity Managers
- Assets and Planning Division
- Project Management Office
- Project Delivery Team
- Design Team
- Health and Safety, Procurement and Risk Specialists
- Other Council Units

External:

- Contractors (internal and external)
- External consultants, designers and service providers
- Neighbours, affected parties and project stakeholders
- PNCC Legal Advisors and Solicitors
- Government Departments and State Owned Enterprises
- New Zealand Police
- Schools and Educational Institutes
- Rangitāne o Manawatū Representatives and other iwi as appropriate
- Other local authorities

Typical knowledge, skills and attributes:

Knowledge (*qualifications and experience*)

- Degree level tertiary qualification in Civil Engineering, Construction or alternatively a Diploma or Certificate Level engineering qualification with extensive work relevant experience
- Significant experience in an engineering discipline directly applicable to the capital new and renewal programme of work undertaken by Council
- Proven experience with a wide range of physical works contracts and familiarity with a range of contracting models and conditions
- Demonstrated high level of written and oral communication skills particularly as required for contract documentation and contractor management

Skills

- Ability to analyse complex issues and come to sound decisions
- Well-developed critical thinking and strategic problem-solving skills
- Well-developed financial and political management skills
- High degree of initiative with the ability to work autonomously with minimal supervision

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- Ability to communicate with a wide range of people from varying backgrounds in an effective, sensitive and professional manner (written, over the phone, and face to face)
- Ability to work to time frames and/or under pressure whilst maintaining professionalism (both in manner and delivery of work)
- Ability to be flexible in prioritising and organising work accordingly

Remuneration

- This role is graded at **SP5** on the council's remuneration system, i.e. between **\$86,585**(85%) and **\$101,865** (100%) depending on the manager's assessment of the skills/experience of the job holder and any other relevant factors.
- There is a \$3,000 market premium
- A benefit entitlement of 7.5% of base salary is also 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 *(delete if not applicable)*

Core	
Service	<ul style="list-style-type: none"> • Recognises the diversity of customers, and adapts approach and style to meet their needs • Offers customers a range of solutions to problems • Demonstrates commitment to delivery of agreed solutions • Delivers and follows up on solutions • Seeks and gives feedback from customers • Looks for where improvements can be made to systems and processes
Communication	<ul style="list-style-type: none"> • Clearly communicates messages in a clear and concise manner • Uses the most effective method and style of communication for the target group and the situation • Uses active listening techniques including reflection and paraphrasing • Shares ideas appropriately • Recognises and minimises barriers to communication
Business ethics	<ul style="list-style-type: none"> • Demonstrates integrity, honesty, and commitment • Acts ethically in all dealings • Is equitable and ethical in the treatment of others • Is prudent in financial dealings
Information Technology	<ul style="list-style-type: none"> • Has an appropriate level of skill in computer software relevant to the requirements of the role. Is confident to try new software • Looks for ways to improve efficiency through the use of technology - takes advantage of technology to achieve goals
Health & Safety	<ul style="list-style-type: none"> • Proactively seeks and provides input into health and safety improvements in their work environment • Promotes and participates in a healthy and safe work culture • Keeps up to date with health and safety legislation and regulations relevant to the work they carry out
Role specific	
Intellectual Capability	<ul style="list-style-type: none"> • Goes beyond the immediate problem presented and probes to make sure all aspects are addressed • Able to consider the wider implications in formulating a decision

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	<ul style="list-style-type: none"> Shows evidence of conceptual and innovative thinking
Project Leadership	<ul style="list-style-type: none"> Monitors progress and undertakes corrective actions as necessary Builds strong relationships in order to achieve the project goals Demonstrates resilience, able to maintain performance over an extended period Communicates and sells the project to key stakeholders
Professional Skills	<ul style="list-style-type: none"> Practical experience in a field over a number of years and familiar with all facets of the profession required by PNCC
Coaching and Mentoring	<ul style="list-style-type: none"> Takes opportunities for professional development
Organisation Excellence	<ul style="list-style-type: none"> Recognises opportunities for innovative solutions for organisation improvement Defines expectations of performance and values
Relationship Building	<ul style="list-style-type: none"> Builds and maintains professional and productive relationships with key stakeholders Understands the cultural requirements of the legislation they work within Demonstrates sensitivity to other groups and values diversity Understands stakeholders' views and why they are held
Political Acumen	<ul style="list-style-type: none"> Understands the political systems and underlying drivers Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework Operates in a fair, consistent, and equitable manner
Teamwork	<ul style="list-style-type: none"> Understands team dynamics and is an active and contributing team player in the organisation Develops high performance project teams