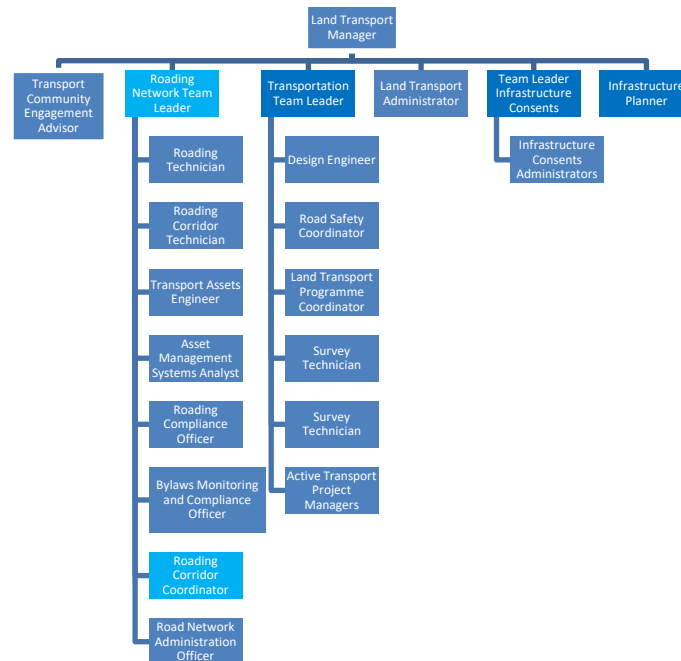


Position Description: Road Corridor Technician

Business Group	Infrastructure
Reports To	Roading Network Team Leader
Direct Reports	Nil
Date	March 2023
Budget Responsibility	2.0 Million
Financial Delegation	\$5k

Business Group Structure



Business Group Purpose

The Infrastructure Group encompasses the areas of the Drainage & Water, Land Transport, Parks and Recreation, Development and Sustainability & Climate Strategy Units at the Timaru District Council. The Group plays a key role in delivering core services to the community, while leading and implementing the Infrastructure Strategy across the District. This Group will be responsible for the design and implementation of strategy and programmes of work which align with the strategic priorities and Long Term Plan objectives of the Council. A key focus of

the Group is to ensure infrastructure services promote the social, economic, environmental and cultural wellbeing of Timaru’s communities today and in the future.

Purpose of the Position

The purpose of the Road Corridor Technician position within the Land Transport Unit, is to administer, approve and audit the Corridor Access Request system. The role ensures all works conducted within the road corridor is adhering to all acts, policies and standards that may be applicable. This role is the temporary traffic management coordinator for Council.

The position is responsible for maintaining project coordination within the Infrastructure Group team, as well as liaison between Timaru District Council and Utility Operators who may wish to access the road corridor network. Contractor and Stake Holder engagement is required to ensure that all lines of communication are open and transparent, this allows for the easy flow of information.

The role investigates customer enquiries and aims to resolve any identified hazards and associated risks within the road network plus ensuring compliance with Council polices, standards, health and safety requirements and provide excellent customer service.

Key Relationships / Customers

External	Internal
Public and Ratepayers	Infrastructure Services Staff
Contractors	Community Boards
Consultants	Customer Services
Utility Organisations	Internal Council Staff
New Zealand Transport Agency	
Other Road Controlling Authorities	
Emergency Services	

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be

required to undertake any other duties that are within your ability to perform, if asked to do so.

Corridor Management

1. Work with the Roding Corridor Coordinator to manage access to the road corridor network in accordance with the National Code of Practice for Utility Operators access to Transport Corridors. This includes ensuring review and approval of Corridor Access Permit applications for installation of Utilities within the Road Network corridors.
2. Ensure the Corridor Management Database (Submitica) is updated as required.
3. Undertake risk-based site audits and inspections as required
4. Identify and implement Corridor Management Systems improvements
5. Undertake engagement and education with utilities operators and contractors on the requirements for working in the road corridor with the objective of improving quality and compliance.

Traffic Management

6. Undertake Traffic Management Coordination for Infrastructure group and ensure Council staff are appropriately trained in regards to Traffic Management.
7. Assess, approve and audit all Traffic Management Plans for work being undertaken within the Timaru District
8. Manage and approve all events on roads and coordinate the necessary traffic management.
9. Manage project coordination between Council Contractors and Utility operators in relation to shared use of the road reserve. This involves relationship management between stakeholders.
10. Coordinate and chair the Council's Project Coordination Committee

Consents

11. Undertake the processing of building, services and resource Consents applications in regard to land transport requirements.
12. Ensure the applications are appropriate, comply with policies and processes. If required visit sites to ensure compliance.

13. Develop and maintain good working relationships with all groups and units within Council and ensure the information available to Council staff is consistent, accurate, reliable and effective.
14. Develop a customer-focused service with the public, consultants, developers, and contractors.

Other

15. Actively engage in setting own goals and objectives.
16. Assist with other duties as reasonably required by the Road Network Team Leader.
17. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
18. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
19. To be actively involved in Civil Defence Emergency Management when required.
20. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
21. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NZQA Level 5 Engineering Qualification
Desired Qualification	NZQA Level 6 Engineering Qualification
Minimum Experience	5 years post qualification experience in roading
Desired Experience	5 years post qualification and project management experience
Mandatory Training requirements (these may be reviewed and updated from time to time)	Site Traffic Management Supervisor Level 1 Working knowledge of the National Code of Practice for Utility Operators Access to Transport Corridors

Key Competencies / Skills / Knowledge

- Experience with contractors and contracting with particular knowledge of safety and quality management systems
- Experience and knowledge of utilities in particular a working knowledge of the National Code of Practice for Utility Operators Access to Transport Corridors.
- Understanding of the Health and Safety at Work Act 2015.
- Excellent communication skills, able to communicate clearly, respectfully and deliver verbal and written information in a logical and concise manner.
- Ability to relate to a diverse range of internal and external stakeholders at all levels.
- Able to handle conflict situations in a professional manner and negotiate satisfactory outcomes
- Good interpersonal skills, maturity and the ability to deal with others in resolving issues.
- Excellent time management skills, able to prioritise and meet deadlines.
- Previous experience in budget development, management and reporting.
- Must have above average computer skills and technical ability.
- Ability to work well as part of a team, yet also conscientiously work unsupervised
- Requires strategic thinking and critical analysis skills, able to demonstrate the ability to make good decisions
- Must hold a full drivers license.
- Ability to maintain confidentiality and neutrality.
- Requires good knowledge of project management.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Suzy Ratahi
Land Transport Manager

Date

Road Corridor Technician

Date