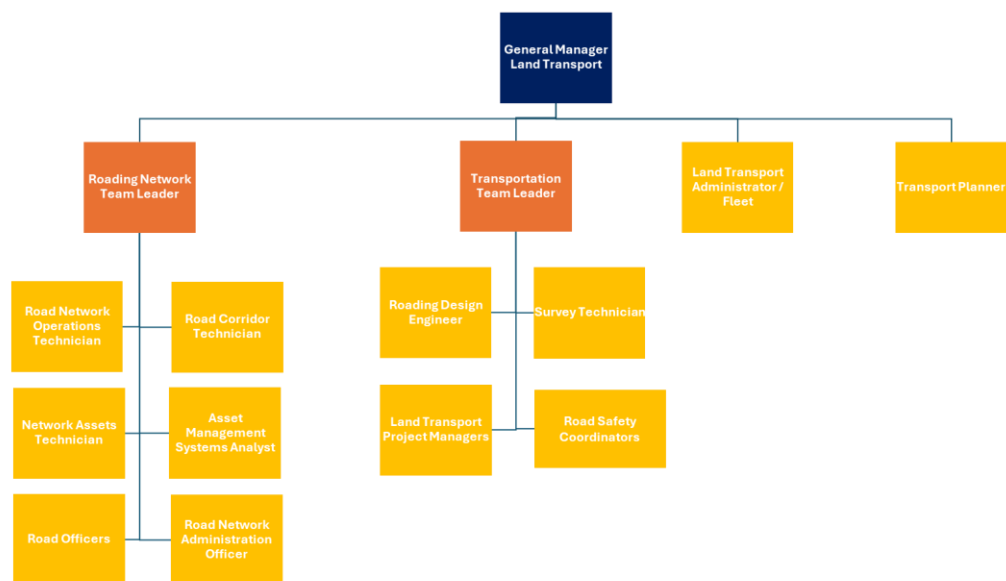


Position Description: Road Network Operations Technician

Business Group	Land Transport
Reports To	Road Network Team Leader
Direct Reports	Nil
Date	September 2025
Budget Responsibility	\$3,200,000.00
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Land Transport Group's key focus is to ensure infrastructure services promote the social, economic, environmental and cultural wellbeing of Timaru's communities today and in the future and that strategy and programmes of work align with the strategic priorities and Long Term Plan objectives of the Council. The Land Transport Group is responsible for the operation, management, maintenance

and improvement of the Timaru District road network and transport facilities. We provide a level of service that involves ensuring that the right projects are done at the right time at the right cost and that customers have trust in us to achieve this.

Purpose of the Position

The Road Network Operations Technician is responsible for the delivery of Council's Road Network Operations and Maintenance Contract. Acting as the Engineer's Representative and working closely with the wider Land Transport Team, this role is responsible for contract supervision, work programming, certifying contract claims, and undertaking claim auditing.

This is a crucial role that ensures maintenance works are programmed and completed in a timely, cost-effective manner, to the required standards and levels of service. The ability to work collaboratively and maintain strong relationships with both internal and external stakeholders is also essential.

Another key aspect of this role includes investigating and resolving customer service requests related to road maintenance. Strong problem-solving, decision-making, and communication skills are essential to ensure the right roads receive the right treatment at the right time - and that stakeholders understand the reasons behind those decisions.

Key Relationships / Customers

External	Internal
Members of the public	Land Transport Group
Contractors	Drainage and Water Group
Consultants	Assets and Infrastructure Group
Environment Canterbury	All TDC Staff
NZ Transport Agency	
Other local authorities	

Alpine Energy	
Electricity suppliers	

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.

1. Manage the Road Network Operations and Maintenance Contract with support and oversight from the Contract Governance Team.
2. Carry out the Engineer's Representative Role, ensuring work is being completed to a high standard in a timely manner that meets the contract requirements. This includes HSQE compliance as well as other Council policies, standards, and systems.
3. Process monthly contract claims and undertake claim auditing.
4. Respond to Customer Service Requests (CRMs)
5. Undertake network inspections and condition assessment, identify faults, and work collaboratively with the Road Network Team and Road Maintenance Contractor to develop and deliver annual maintenance and renewals programmes.
6. Ensure data collected by the contractor is inputted into the RAMM database and use this data to assess the appropriate maintenance or renewals requirements.
7. Assist the Road Asset Systems Analyst and Network Assets Technician to provide advice, implementation, development, support and training for in-house customisation of RAMM and other asset management tools to achieve Land Transport outcomes.

8. Maintain an in-depth understanding of the Timaru District's road network and actively contribute to identifying opportunities for network safety and efficiency improvements.
9. Maintain effective communications with customers and stakeholders
10. Manage any other contracts for renewal and upgrade activities as required including supervision and contract administration.
11. Actively contribute to, encourage and implement collaboration opportunities with other Mid-South Canterbury Councils as well as Councils throughout the wider Canterbury region.
12. Contribute to the implementation and maintenance of Activity Management Plans, One Network Framework and other national Road Efficiency Group (REG) initiatives.
13. Assist and provide feedback to Land Transport Unit staff with the development and review of various transport strategies, policies and bylaws as required.
14. Actively engage in setting own goals and objectives
15. Assist with other duties as reasonably required by the Roading Network Team Leader.
16. 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.
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 be actively involved in Civil Defence Emergency Management when required.
19. 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.

20. Commitment to the principles of the Treaty of Waitangi

Formal Qualifications / Training / Experience

Minimum Qualification	A NZQA Level 6 qualification such as a degree or diploma in a relevant field or equivalent.
Desired Qualification	Bachelor's degree in a relevant field.
Minimum Experience	At least eight years' relevant experience in road maintenance and contract management.
Desired Experience	At least eight years' relevant experience in road maintenance and contract management, specifically with experience working in the Local Government or State Highways sector. Detailed knowledge of and experience in RAMM database management.
Mandatory Training requirements (these may be reviewed and updated from time to time)	Further training in short courses and attendance of roading specific conferences will expose the candidate to new ideas and improve knowledge of specific topics.

Key Competencies / Skills / Knowledge

- Committed team player able to co-operate and work closely with the Land Transport Team, wider council staff, contractors, external stakeholders, and the public.
- Able to work well as part of a team, yet also conscientiously work unsupervised, and can demonstrate the ability to make good decisions.
- Good general knowledge of engineering principles, road construction and maintenance techniques, and quality systems.
- Good knowledge of RAMM software, asset management, and contract management.
- Have a current full driver's licence.
- Up-to-date and confident with information technology and with adopting new technologies.
- The initiative and creativity to make improvements and innovate.

- Enquiring and accurate in work processes, with a willingness to learn new skills and concepts is essential.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Land Transport General Manager

Road Network Operations Technician

Date

Date