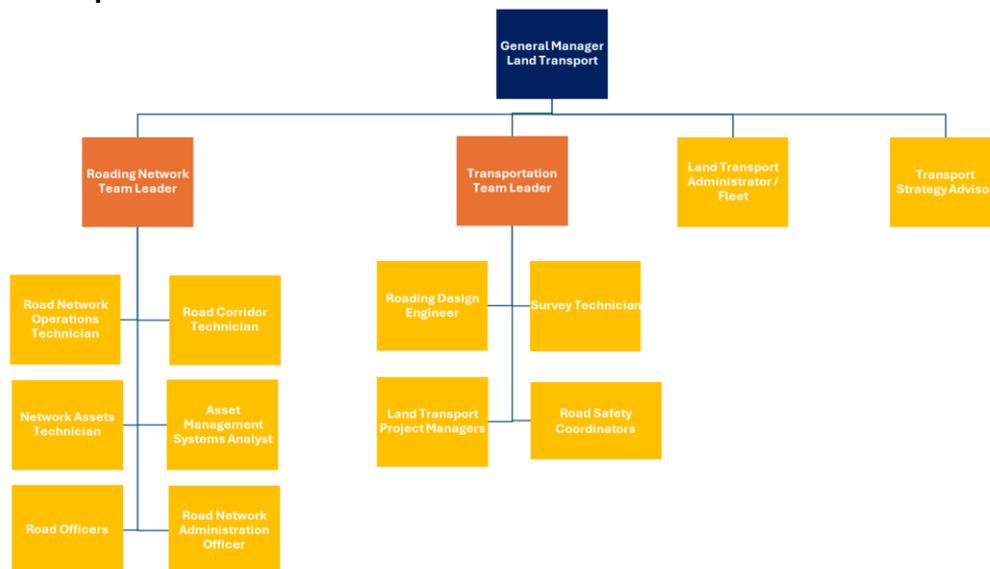


Position Description: Road Officer

Business Group	Land Transport
Reports To	Road Network Team Leader
Direct Reports	Nil
Date	April 2026

Business Group Structure



Purpose of the Position

The Road Officer position is a diverse role within the Land Transport Group, responsible for assisting in the management and maintenance of the district’s transport network, kerb and channel assets, Central business Districts infrastructure and footpaths. The role is also responsible for the management and delivery of road traffic count programme. Emphasis is placed on ensuring programmes are fit for purpose and cost effective through the use of existing data, asset management tools and principles.

The position is responsible for identifying deficiencies in the road network and implementing the required repairs, ensuring the works are programmed and

completed in a timely and cost effective manner to the required standard and level of service, whilst maintaining good relationships with contractors and customers.

The role requires engagement with other Council's, NZTA and contractors within Timaru Districts.

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
Contractors	Land Transport Group
Consultants	All TDC Staff
Other Councils	CBD Group
NZ Transport Agency	Go Geraldine
Utility Organisations	
Members of the public	
Environment Canterbury	

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. Conduct regular inspections of the road network within Timaru District to identify any maintenance issues that require remedial action and ensure that these are completed.
2. Ensure traffic count modelling is up to date and representative of network use. Work with Traffic Count Contractor to ensure the counting programme is fit for purpose and undertaken.

3. Assist with the delivery of the Parks and Recreation reseal budget by assessing their road, footpath and carpark assets. Program the reseal works to be undertaken, whilst ensuring budget targets are achieved.
4. Assist with project scoping, concept design, risk assessment, cost estimation and procurement planning.
5. Assist with procurement of professional services and physical works contracts, this involves preparing contract documentation and technical specifications, writing and evaluating requests for proposals/tenders in accordance with Council and NZTA procurement policies.
6. Manage any other contracts for renewal and upgrade activities as required including supervision and contract administration.
7. Provide asset data to internal staff, consultants, and other local authorities as required.
8. Manage the streetlight maintenance contract to ensure work is completed in accordance with contractual requirements. Process monthly claim and any other contract management functions. Conduct regular inspections of the streetlight assets to identify any deficiencies and program in repairs or replacements.
9. Ensure the Christmas decorations are in working order and installed/removed by contractors by the required dates.
10. Ensure street banner applications are processed in a timely manner and the relevant documentation generated.
11. Ensure Public Trading License and street events applications are processed in a timely manner and conditions are implemented.
12. Manage the footpath and kerb and channel renewal program by assessing the remaining life in the footpath asset and program in the resurfacing works to be undertaken and implementing the construction work.
13. Ensure any asset maintenance repairs are identified and completed prior to footpath resurfacing and carriageway reseals.
14. Undertake inspections/audits of vehicle crossings and footpaths to ensure they are to an acceptable standard, identify deficiencies and programme renewals or maintenance for implementation.
15. Review and process Service Consent Applications (SC), Project Information Memorandum (PIM), Building Consents (BC) and Land Information Memorandums (LIM).

16. Assist the Traffic Management Coordinator (TMC) with processing of applications, traffic management plans, and ensure compliance with COPPTM requirements, including audit of worksites and any remedial action follow-up.
17. Ensure street tree Trim Notices are reviewed and submitted to Alpine Energy for action.
18. Manage any other projects for renewal or upgrade activities as required including supervision and administration.
19. Effectively action and resolve land transport service requests or customer enquiries as required.
20. Actively engage in setting own goals and objectives.
21. Assist with other duties as reasonably required by the Roading Network Team Leader.
22. 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.
23. 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.
24. To be actively involved in Civil Defence Emergency Management when required.
25. 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.
26. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	Level 5 NZQA Engineering Qualification (Certificate of Engineering or equivalent).
Desired Qualification	Level 6 NZQA Engineering Qualification (NZ diploma).
Minimum Experience	3 years' experience in road maintenance or construction
Desired Experience	5 years' experience in road maintenance or construction.

Key Competencies / Skills / Knowledge

- Committed team player able to co-operate and communicate effectively with Land Transport and wider Council staff, external stakeholders and the public.
- Able to work in a team environment, motivated to work unsupervised and can demonstrate the ability to make good decisions.
- Good understanding of RAMM software and contract management.
- Must be in possession of a full driver's licence.
- Good understanding of Council Bylaws and standards
- Up-to date and confident with information technology and with a willingness to learn new skills.
- Able to handle conflict situations in a professional manner and negotiate satisfactory outcomes.
- Requires sound judgement, adaptability, enthusiasm, and innovation to achieve the required results and make good decisions.
- Neatness and accuracy in work presentation is essential.
- Excellent time management skills, able to priorities and meet deadlines
- Understanding of the Health and Safety at Work Act 2015
- Ability to maintain confidentiality and neutrality.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

General Manager Land Transport

Road Officer

Date

Date