

Palmerston North City Council Job Profile



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| Position Title | Investigations Engineer (Graduate) |
| Reporting to | Activity and Investigations Team Leader |
| Unit | Infrastructure |
| Date last updated | January 2020 |

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 Investigation 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 Investigation Engineer (Graduate) will report to the Activity and Investigations Team Leader. The role is responsible for undertaking programme and project related investigation work in support of the Activity Managers and Transport and Infrastructure Division. The scope of work undertaken will depend on the specific skill sets of the position holder, however transportation related work will be the primary focus. The position holder will be expected to provide advice of programme and project priorities. The position is based at the Civic Administration Building, Palmerston North.

Key Areas of Responsibility

Asset, Activity and Programme Strategy

- Support Activity Managers and the Assets and Planning Division staff with developing detailed rationale, strategies and forward works programmes for renewal and upgrade of key asset groups to support on-going improvement of asset/activity management plans for transportation and three waters e.g. pavement renewal and maintenance strategy
- Support the development of improved asset/activity management plans by contributing to improved asset data capture and analysis as well as surfacing of the data as information for decision making

Programme and Project Scoping

- Support the development of processes to guide project selection for city wide programmes of work e.g. minor road safety; stormwater capital improvement; urban cycleway network
- Assist with preparing Point of Entry documentation and other business case documentation required, to secure NZTA approval for subsidy funding for key Council transport programmes

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Investigation and Design

- Complete high-level concept and feasibility assessments to inform programme scheduling, budgeting and prioritisation in the specific skill area
- Prepare detailed scoping documents, in collaboration with Activity Managers and APD staff, for engagement of internal or external resources to undertake project investigation and design
- Assist activity managers with confirming requirements for model updates and improvements in respect of key traffic, water, wastewater and stormwater models
- Support other investigations staff with monitoring and management of other critical control and data capture systems and processes including traffic signals (SCAT), SCADA, telemetry and FROG parking
- Assist with the development of procurement and tender documentation for selected projects

Training and Development

- Actively invest in on-going professional and personal development to ensure progress towards full professional membership and growing technical competence
- Complete at least one research and development project within the Infrastructure Unit and present findings to peers and colleagues in a formal setting
- Engage with Council's Transformation programme of work and participate in one or more of the engagement initiatives

***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:

- Activity and Investigation Team Leader
- Activity Managers and Investigation Engineers
- Design and Delivery Teams
- Assets and Planning Division
- Project Management Office
- Health and Safety, Procurement and Risk Specialists
- Other Council Units

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*)

- A Bachelor's degree in Engineering with specialisation in either Civil or Transportation engineering. Graduate membership of a recognised engineering professional body (e.g. ENZ / ICE)
- A current New Zealand driver's licence (minimum Class 1)
- Demonstrated high level of written and oral communication skills particularly as required for report preparation and contract documentation
- Competent with all MS-Office applications and other specialist design software

Skills and Attributes

- Ability to quickly document key elements of project scope and design accurately and robustly
- Ethical and professional approach to all aspects of the role including an awareness of obligations to wider community when designing safety critical infrastructure
- Ability to analyse complex issues and come to sound decisions
- High degree of initiative with the ability to work autonomously with minimal supervision
- 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
- Takes active responsibility for professional development and learning to maintain technical competence

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Remuneration

- The salary offered will depend upon the skills and experience of the applicant but is indicatively within the Council SP2 – SP4 salary bands. Initial placement will be between \$50,841 (85% of SP2) and \$86,811 (100% of SP4) plus benefits of between 3% - 5%.

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 | |
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| 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 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 |

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| 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 |