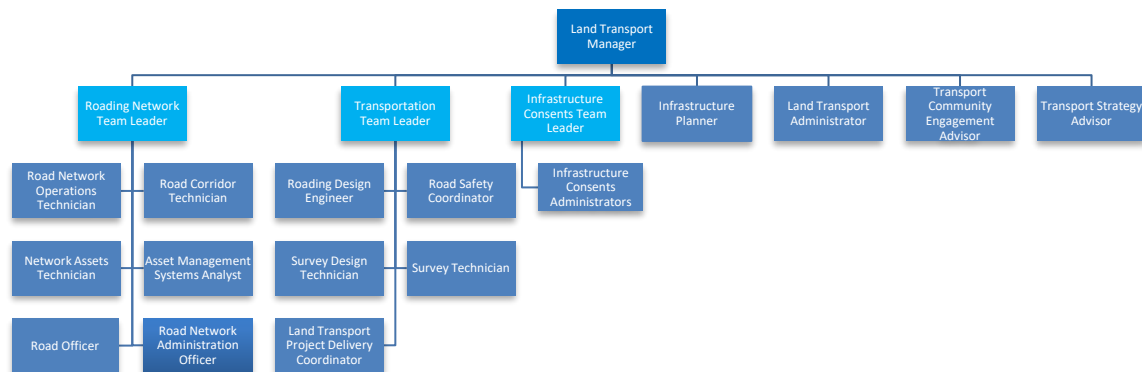


Position Description: Network Assets Technician

Business Group	Land Transport
Reports To	Roading Network Team Leader
Direct Reports	Nil
Date	January 2025
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Business Group Purpose

The Infrastructure Group encompasses the areas of the Drainage & Water, Land Transport, Parks & Recreation, Development and Waste Management 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

This position is responsible for undertaking road network asset data management including: data collection, validation, condition assessment, modelling, and analysis using RAMM modules and other analytical tools to assist with the management of critical Land Transport Infrastructure. This position will support in preparation and running asset valuation for the Land Transport Unit.

Key Relationships / Customers

External	Internal
Members of the public	Infrastructure Group
Contractors	Unit Managers
Consultants	Land Transport Unit
Environment Canterbury	All TDC Staff
Utility Organisations	
NZ Transport Agency	
Other Local 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.

1. Carry out asset data management tasks including collection and input, validation, condition assessment, analysis, lifecycle cost modelling and network modelling using RAMM modules and analytical tools.

2. Coordinate the collection of asset data from different sources such as RoadRoid and Video Capture. Input this data into RAMM and other relevant databases in accordance with protocols developed.
3. Use data to ensure asset management strategies determine best whole of life solutions that maximise benefit/value for money.
4. Update data following maintenance/renewal works and vested assets.
5. Provide asset data summaries and reports to internal staff, consultants, and external organisations as required, including data to support audit requirements.
6. Identify and implement systems improvement initiatives and data management projects.
7. Oversee the Traffic Counting programme and associated data management. Ensure the programme is fit for purpose and supervise the Traffic Counting Contract.
8. Monitor projects and contract expenditure responsible to ensure they fit within approved budgets.
9. Assist in keeping Land Transport Standard Specifications up to date.
10. Deliver quality customer service as part of a team to external and internal customers and achieve specified performance standards.
11. Maintain a safe work place and environment by observing safe work practices and to draw to the notice of the Land Transport Manager any areas of concern.
12. Actively engage in setting own goals and objectives.
13. Assist with other duties as reasonably required by the Roding Network Team Leader and Land Transport Manager.
14. 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.
15. 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.

16. To be actively involved in Civil Defence Emergency Management when required.
17. 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.
18. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NZ Diploma in Civil Engineering (Level 6).
Desired Qualification	Bachelor of Engineering and relevant Post Graduate Qualification in Infrastructure Procurement.
Minimum Experience	Two year's experience working in a relevant infrastructure field.
Desired Experience	Three plus year's experience in infrastructure asset management.

Key Competencies / Skills / Knowledge

- A sound understanding of asset management principles.
- Advanced computing skills and knowledge of RAMM modules, database administration is required.
- Engineering knowledge of general construction techniques, contracts and quality systems.
- Good communication, time management skills, neatness, planning skills and accuracy in work presentation is essential.
- Ability to plan and manage multiple projects simultaneously.
- Previous experience in planning, leading, directing, and managing projects.

- Good interpersonal skills, maturity and the ability to deal with the others in resolving issues are also necessary attributes for the job.
- Must be in possession of a full driver's license.
- Ability to work closely with other team members, Utility organisations and Contractors.
- Strong strategic thinking and critical analysis skills, and can demonstrate the ability to make good decisions.
- Requires sound judgement, adaptability, enthusiasm, and innovation to achieve the required results.
- Able to handle conflict situations in a professional manner and negotiate satisfactory outcomes.
- Ability to maintain confidentiality and neutrality.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Land Transport Manager

Network Assets Technician

Date

Date