

# Land Transport Authority

## Job Description

<b>Date:</b>	30th December 2019 Updated May 2021	<b>Position Title</b>	Principal Engineering Officer Maintenance & Construction
<b>Division:</b>	ROAD OPERATION DIVISION	<b>Classification Level</b>	G7/S1 – G8/S7 \$42,126 - \$65,875 p.a.
<b>Directly Supervises</b>			
<b>Reporting Structure</b>	The Civil Engineer Maintenance for the effective and efficient supervision of all maintenance & construction activities of Road Operations Division to ensure the achievement and sustainability of the LTA's business goals and objectives		

<b>Primary Objective</b>	
	Assist in the supervision of maintenance & construction operations performed by contractors and consultants ensuring cost effectiveness and to be delivered within prescribed timelines, and in compliance with approved specifications, road quality and safety criteria.

<b>Responsibilities</b>	
1	Assist the Civil Engineer – Maintenance & Construction to oversee the operation of the Maintenance & Construction works within the Road Operations Division.
2	Liaise with Civil Engineer Maintenance & Construction on all maintenance and construction activities of the LTA including the National Road Program and Emergency Response activities
3	Assist the Civil Engineer – Maintenance & Construction in supervising the routine maintenance and capital works
4	Assess Maintenance work claims and variations and submit report and advice to the Manager Road Operation through Civil Engineer Maintenance & Construction
5	Assist the Civil Engineer Maintenance & Construction and Manager on the establishment and implementation of procedures to road maintenance and road construction works.
6	Execute agreed outputs and targets against contract budget, contract cash flow forecasts and variations in accordance with prevailing procedures and reporting systems.
7	Provide assistant in producing periodic and routine maintenance works programmed when necessary.
8	Work with the Divisional Manager and Civil Engineer Maintenance & Construction in preparing FY budget for maintenance and construction works.
9	Prepares, implements and supervises periodic and routine maintenance works in accordance with LTA Approved contract management procedures
10	Any other duties as directed by Manager ROD in the absence of Civil Engineer Maintenance & Construction

<b>Selection Criteria</b>		<b>Essential - Desirable</b>	<b>Weighting</b>
Qualification	<ul style="list-style-type: none"> <li>i. A degree majoring in Civil Engineering with years of working experience as stated below</li> <li>ii. Or equivalent (Diploma/NZCE) from a recognized tertiary institution with years of working experience as stated below.</li> <li>iii. Or has been working in the civil engineering discipline for more than 10 years of working experience as stated below</li> </ul>	Essential	
Work Experience	<ul style="list-style-type: none"> <li>i. A degree majoring in Civil Engineering with at least 2 year of working experience at the Senior Engineer Officer level of routine maintenance and construction works</li> <li>ii. Or equivalent (Diploma/NZCE) from a recognized tertiary institution with at least 2 years of working experience at the Senior Engineer Officer level of routine maintenance and construction works.</li> <li>iii. Or has been working in the civil engineering discipline for</li> </ul>	Essential	

	more than 10 years with minimum of 2 years at the Senior Engineer Officer level of routine maintenance & construction works		
Knowledge and Skills	Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards	Essential	
	Demonstrated ability to formulate routine maintenance program and the ability to carry out routine maintenance full assessment	Essential	
	Should have strong written/verbal communication and Interpersonal skills.	Essential	
	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database	Essential	
	Has sound knowledge of the following legislations: LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Ministry of Works Act 2002 Labour and Employment Act 2013	Desirable	

Require to work outside the office most of the times and weekends if/when required. Must be physically and mentally sound.

<b>Competencies</b>	
1	Team Player & Team Building
2	Responsible, Listen and Respond
3	Planning, assigning, directing and supervising
4	Integrity/Flexible/Common Sense, Trustworthy
5	Public and Customer Relation expert
6	Physically fit

<b>Prepared by:</b>	<b>Human Resource &amp; ROD</b>
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