

## Land Transport Authority

### Job Description

|                            |  |                             |   |
|----------------------------|--|-----------------------------|---|
| <b>Date:</b>               | September 2023   | <b>Position Title</b>       | Senior Engineering - Maintenance & Construction |
| <b>Division:</b>           | ROAD OPERATION DIVISION  | <b>Classification Level</b> | G5/S1 – G6/S7<br>\$28,694.36 - \$43,543.64 p.a. |
| <b>Reporting Structure</b> | The Principal Engineer Maintenance & Construction 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 Principal Engineer – Maintenance & Construction to oversee the operation of the Maintenance & Construction works within the Road Operations Division.   |                             |   |
| 2                          | Liaise with Principal Engineer Maintenance & Construction on all maintenance and construction activities of the LTA including the National Road Program and Emergency Response activities  |                             |   |
| 3                          | Assist the Principal Engineer – Maintenance & Construction in supervising the routine maintenance and capital works  |                             |   |
| 4                          | Assess Maintenance & Construction work claims and variations and submit report and advice to the Manager Road Operation through Civil & Principal Engineer Maintenance & Construction  |                             |   |
| 5                          | Assist the Principal Engineer Maintenance & Construction, 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, Civil Engineer Maintenance & Construction and Principal 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 years of working experience as a general Engineer on maintenance &amp; construction</li> <li>ii. or equivalent (Diploma/NZCE) from a recognized tertiary institution with at least 3 years of working experience at the Engineer Officer level of routine maintenance &amp; construction works.</li> <li>iii. Or has been working in the civil engineering discipline for more</li> </ul> | Essential                    |                  |

|                      |  |           |  |
|----------------------|--|-----------|--|
|                      | than 10 years with minimum of 5 years at the Engineer Officer level of routine maintenance and 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:<br>LTA Act 2007<br>LTA Regulations<br>Public Finance Management Act 2001<br>Public Bodies Performance and Accountability Act 2001<br>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                                 |

**Human Resource & ROD**