

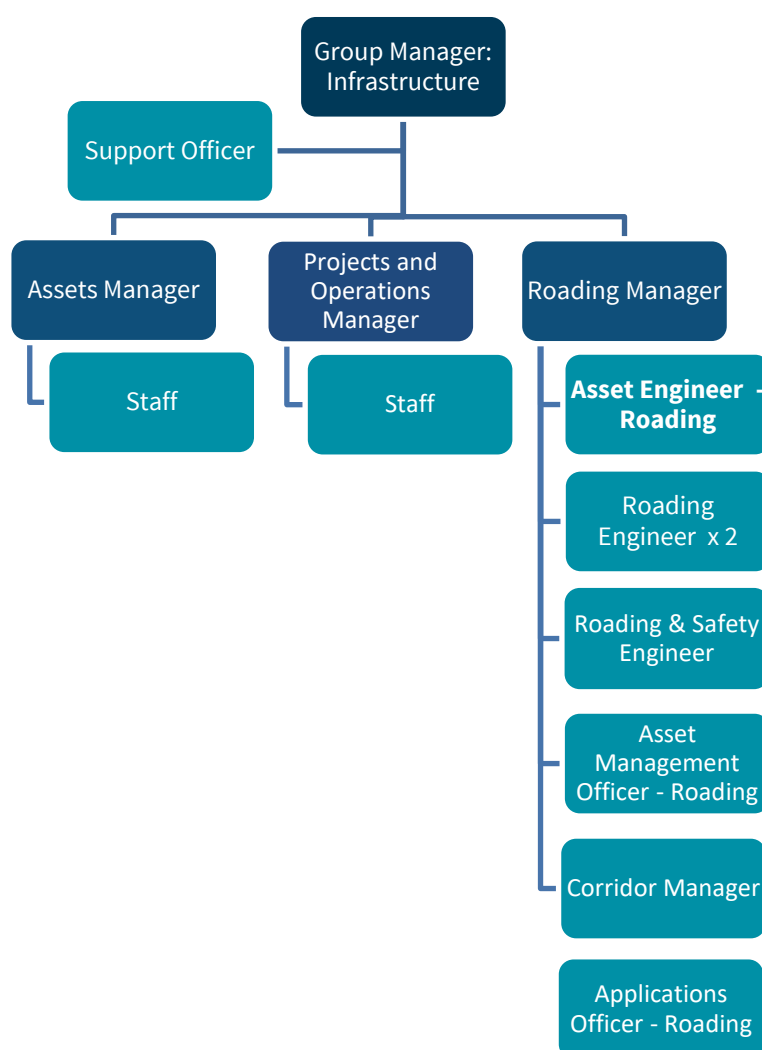
Position Description

Position Title:	Corridor Manager
Reports To:	Roading Manager
Team:	Roading Team
Group:	Infrastructure Services
Employment Type:	Full time
Date Modified:	April 2022

Purpose

To manage and co-ordinate corridor access and traffic management for road works and other activities undertaken by Contractors, Utility Operators and Event Organisers within the Ashburton District Roding Network in an organised, structured and safe manner.

Group Structure



Our Story

Purpose

Working *together* for a better community

Values

Our values embody the culture of the Ashburton District Council, how we behave and how decisions are made. They help to ensure all our employees are on the same page so we can achieve and deliver our vision.



Do what's right

Think like a customer.
Follow through.
Be straight up.

Make it happen

Challenge boundaries.
Make a difference.
Know your stuff.

Work as one

Celebrate our wins.
Embrace our differences.
Share the load.

Key Accountabilities

Manage Road Corridor Activities

- Together with Applications Officer – Roding ensure accurate roading information is provided within all Land Information Memorandums.
- Undertake the duties and responsibilities of the Road Corridor Manager as defined within the “National Code of Practice for Utility Operators” Access to the Transport Corridors.
- Perform the role of the Traffic Management Co-ordinator (TMC) as per CoPTTM.
- Manage liaison meetings with Utility Operators regarding COPTTM and where required, advocate/make submissions for changes.
- Manage other traffic management activities in relation to road closures, overweight and over dimension vehicles.
- Report and present event road closures to Council for approval.
- Produce and maintain policies, procedures and user documentation.
- Co-ordinate and prioritise all works that impact the Road Corridor in a safe and efficient manner.
- Operate the Corridor Access Request (CAR) system and continually identify opportunities for system improvements.
- Analyse and evaluate a variety of Corridor Access Requests and Traffic Management Plans submitted to Council.
- Issue Works Access Permits and set special conditions to enforce compliance with the Infrastructure Development Code.
- Follow up on reported matters on road reserve, including irrigators, tree shading, stock on road reserves in accordance with Council policy and bylaws.
- Provide cover for Applications Officer – Roding as required.

Auditing and Reinstatements

- Audit work sites within the road corridor for compliance with the physical approved work and Traffic Management Plans.
- Engage and educate stakeholders in relation to temporary traffic management and the requirements when undertaking activities in the road corridor so as to maintain and improve standards.
- Record and document all auditing data carried out within the Ashburton Network
- Ensure that all excavations are reinstated in accordance with the NZUAG National Code of Practice and/or ADC local conditions.

System, Policies and Procedures

- Provide advice and recommendations to internal departments on temporary traffic management issues that may affect Council’s assets, to ensure TMPs meet Council’s standards and requirements.
- Provide advice and recommendations to internal departments on temporary traffic management requirements including qualifications and training in accordance with best practices.
- Research and develop solutions to ensure that the most accurate, complete and up to date industry information is implemented across the Ashburton Roding Network.

Customer Service

- Establish, maintain and enhance communication and positive relationships with a diverse range of internal staff, utility operators and contractors.
- Investigate and respond to public enquiries received in a timely manner.
- Liaise with other road controlling authorities, emergency services etc. where activity is likely to cause disruption to these organisations and/or their clients.

Corporate Contribution

- Contribute to and follow the organisation’s governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour’s meetings as requested by your Manager or Group Manager.

Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Personal Qualities

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

Detail Focus

- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

Relationship Building

- Promotes understanding and compromise through diplomatic handling of conflict.
- Forges useful partnerships with people across business areas, functions and organisations.
- Builds trust through consistent actions, values, communication and minimising surprises.

Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

Knowledge and Skills

Computer Skills

- Able to use and develop skills in common software applications used for word processing, spread sheeting and email.
- Understands the fundamental principles of information management including the importance of saving conventions, securing sensitive documents etc.
- Ability to navigate and use Council's core software application ensuring accuracy and efficiency.

Initiative and Enthusiasm

- Demonstrates enthusiasm, commitment and capacity for sustained effort and hard work.
- Demonstrates a proactive and self-starting approach.
- Sets high standards of performance for self and others, ensuring ownership of actions.

Interpersonal Skills

- Tunes into others' emotions and ways of thinking.
- Realises the underlying causes of others behaviour and plans responses and reactions accordingly.
- Uses an understanding of individuals to get the best outcomes for the person and organisation.

Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Prioritizes activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

Specialist Expertise

At least three years relevant administration or technical field support experience, preferably in a compliance/engineering environment.

Current full drivers licence

Traffic Controller/Traffic Management Operative and Site Traffic Management Supervisor/Specialist Cat A & Cat B NP Certification (Required).

Previous experience with the CAR process (preferred).

Temporary Traffic Management Planner – Non Practicing (Preferred)

Extensive knowledge of the Code of Practice for Temporary Traffic Management and the National Code of Practice for Utility Operators.

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note

Specific performance measures for this position will be discussed between the position holder and their manager through the performance development review process. From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.