

**ROLE DESCRIPTION**  
**April 2026**

**Title & Reporting Relationships**

**Position Title:** **Site Co-ordinator Roding – Access and Transport Team, Infrastructure Services Group**

**Grade:** SP16

**Reports to:** Team Leader Roding Network Delivery

**Direct Reports:** NIL

**Purpose of Position** **The Infrastructure Services Group** is made up of seven main teams: Water & Wastewater Assets; Access and Transport; Stormwater & Coastal Assets; Sustainability and Resilience; Wastewater & Water Treatment; Operations; and the Project Management Office. The teams work collaboratively to ensure the Council is able to develop, implement and maintain the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner.

As part of the Access and Transport team, the Site Co-ordinator ensures that physical works are undertaken safely and in compliance with quality standards.

The role requires effective liaison and communication with contractors on road maintenance and road construction worksites. By providing guidance on good practice and recording performance, the Site Co-ordinator drives fit-for-purpose outcomes and encourages continual improvement.

Completed works are recorded using the mobile Asset and Work Manager tool, enabling on-site approval and automatic claiming.

This is an 80% field-based role, with the remaining 20% comprising office-based activities such as meetings, training, and reporting, providing balance across the position.

**Indirect Reports:** Nil

**Internal Contacts:** Team Leader Roding Network Delivery  
Access and Transport Manager  
Other members of the Access and Transport team  
Operations Team  
CWB Officer  
Infrastructure Asset Managers and engineers  
Staff from other council teams

**External Contacts:** Contractors  
Utility providers  
Infrastructure Representatives from other Local Authority's  
General Public

### KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behavior's demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

### KEY RESULTS AND OUTCOMES

#### Technical

This role provides a professional and efficient service in ensuring that:

- Work closely with the Roding Network Delivery team to understand the current physical works programme and plan supervision activities where they add value for Council and contractors.
- Attend and participate in weekly and programme planning meetings as required.
- Build effective relationships with the inspection and programming team to support planned works.
- Investigate Service Requests, ensuring timely and balanced responses, including meeting with members of the public in a cooperative manner.
- Undertake site inspections and meet members of public for service requests
- Undertake regular site visits to observe works in an efficient and effective manner.
- Review traffic management setups for compliance with approved Traffic Management Plans, including regular audits and feedback to site supervisors.
- Monitor safe working practices on site, ensure hazard management processes are in place, check hazard controls, PPE and equipment are correct.
- Confirm that materials used on site comply with relevant standards.
- Verify that quality assurance milestones are being met in accordance with contract requirements.
- Advise the contracting team on site when of non-compliance and improvement opportunities when unsatisfactory work is observed.
- Record site visits, capturing both good and poor practices, and share findings with the Roding Network Delivery team to identify systemic issues and inform management interventions and performance reporting.
- Record completed works using the mobile Asset and Work Manager tool, enabling on-site approval and automatic claiming.
- Complete office-based tasks including record keeping, reporting outcomes in the correct format, and maintaining accurate filing.

### **Legislative Compliance**

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

### **Project Management**

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

### **Customer Service**

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.
- Always maintain confidentiality.

### **Teamwork**

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

### **Financial Management**

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation.

### **Monitoring and Reporting**

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

### **Relationship Management**

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

### **Information Management**

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated EDRMS system, using processes and tools as described in the current Information Management Policy.

### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

## Health and Safety

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- reporting any risks and/or hazards you become aware of in the workplace;
- observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

## Essential Skills, Knowledge and Experience

- Relevant trade qualifications and work experience in the Access and Transport sector.
- Experienced and working knowledge of Asset and Work Manager (AWM) or RAMM as previously known as.(mobile RAMM knowledge valued).
- Competent and experienced in maintenance and contract renewal projects including onsite pavement and surfacing works. NZS3910 knowledge, relevant experience and ability to coach and mentor to share knowledge and support growth.
- Competent in verbal and written communication.
- Skilled in undertaking quality control on site to ensure quality standards are met (Quality Management).
- Understanding relevant specifications and regulatory requirements include but not exclusively the Health and Safety Act, Local Government Act, Resources Management Act and Employment Relations Act.
- Holding a valid Site Traffic Management Supervisor (STMS) qualification and Inspector qualification.
- Current and valid NZ Driver's license – with no restrictions
- Demonstrated knowledge and understanding of Corridor Access Requests via Submitica, traffic management plans and procedures.
- Supporting and undertaking inspections.
- Understanding of service request systems, willingness and ability to learn new software packages.

## OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

### Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

### Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.