



POSITION SUMMARY

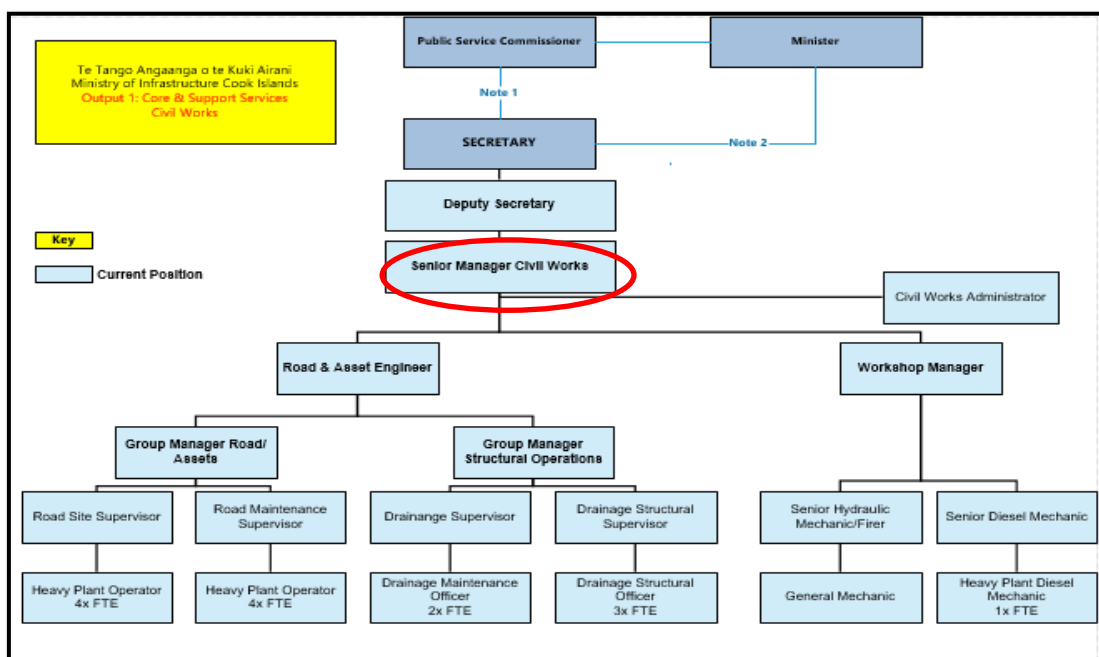
Job Title:	Senior Manager Civil Works Asset Maintenance
Division:	Core & Support Services - Civil Works Asset Maintenance
Responsible To:	Secretary
Responsible For:	26 x FTE
Job Purpose:	<p>Provide overall management, planning, supervision and coordinating activities relating to roads, bridges and drainage systems on Rarotonga.</p> <p>Provide overall management and planning of the maintenance and replacement programme for all heavy machinery of ICI on Rarotonga and providing support to the Pa Enea heavy machinery maintenance programme.</p> <p>Oversee the Pa Enea Genset servicing and overhauling programme and the management of maintenance and replacement programmes of ICI and the Pa Enea Island Governments heavy plant machinery.</p>
Job Classification:	Service Delivery
Job Band:	J
Date updated:	June 2024

AGENCY VISION

The Ministry strives to enrich our communities through quality infrastructure development. To achieve this ICI's goals are to:

- Ensure that we deliver on our core public services.
- Deliver well planned, quality infrastructure.
- Effectively management waste.
- Deliver optimal outcomes for the Cook Islands through our people, network, systems and services.

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<p>KRA 1: Road Network Maintenance & Rehabilitation</p> <ul style="list-style-type: none"> • Oversee and manage the maintenance services undertaken on roads, public car-parks, marking, pot-holing and sealing completed as programmed for Rarotonga • Oversee the planning and design of roads on Rarotonga as per the approved list of roads • Ensure Work Plans required for road works/bridges, drainage and marking programmes are completed and implemented • Undertakes effective coordination with stakeholders and partners to ensure infrastructure development plans like waterworks, trenching and others does not endanger public safety 	<ul style="list-style-type: none"> • Safer public roads and associated infrastructure • Improved access available for the community • The roads, bridges and drainage work plans are robust • Development and trenching works on the roads meets the agreed legal and working parameters • The overall road improvement programmes are implemented according to the plans and safety regimes and are delivered on time
<p>KRA 2: Heavy Machinery</p> <ul style="list-style-type: none"> • Oversee and manage the Development and implementation of an ICI heavy machinery replacement programme for Rarotonga • Oversee and manage the support provided to the Pa Enea heavy machinery maintenance programme • Implement a heavy plant servicing programme according to schedules • Oversee and ensure heavy plant machinery is operated properly and safely during the delivery of services • Ensure breakdowns and are minimised • Ensure servicing continuity and programmes sustainability 	<ul style="list-style-type: none"> • Replacement Programme of all Heavy Machinery is established and maintained • Support is provided to the Pa Enea • Servicing programme is implemented • All heavy machinery is operational
<p>KRA 3: Genset Overhaul</p> <p>Oversee the implementation of an overhaul of genset in the Northern Groups:</p> <ul style="list-style-type: none"> • Procurement of new gensets for Manihiki, Pukapuka, Nassau and Rakahanga • Update a Genset asset registry for all Gensets in the Pa Enea • Ensure the ICI Asset Management Plan includes the Genset Registry 	<ul style="list-style-type: none"> • Secure and operational Pa Enea power systems • Genset registry for the Pa Enea developed
<p>KRA 4: Reporting</p> <ul style="list-style-type: none"> • Undertake a quarterly stocktake of assets within the division • Present a business case for replacements of assets prior to the budget process on an annual basis • Oversee and manager the ongoing maintenance programme for all assets within the division 	<ul style="list-style-type: none"> • Effective asset management • Informed decision making at all times • Plans are implemented and regular monitoring • Risk mitigation strategies implemented and monitored

<ul style="list-style-type: none"> Oversee and manage the negotiating of service fees and contract fees with suppliers and contractors 	
<p>KRA 5: Leadership & Direction</p> <ul style="list-style-type: none"> Lead and contribute to the planning, leadership and management, people development, financial, information and risk management outputs for ICI Review and ensure that all staff have received an Occupational Health and Safety training Ensure that all staff have been equipped with appropriate safety gear at all times Provide supportive leadership to staff Participate fully in the performance management process, working with staff to develop, monitor and review work performance Submit a training development plan for endorsement and support financially Develop staff knowledge and skills Foster an organisational culture that achieves ICI goals and ensures customer value 	<ul style="list-style-type: none"> Engaged senior management team to achieve the ministry's shared goals and outputs Agency demonstrates best practices in organizational management Customer service standards are met Promotion of ministry and public service values Proactively monitor the safety of staff and working environment Positive feedback from staff HR processes implemented Staff are supported with their career pathways and leadership development as required

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Direct, oversee and participate in the development of the Division's work plan; assign work activities, projects and programmes; monitor work flow; review and evaluate work products, methods and procedures.
2	Prepare the Division's budget and assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
3	Working with the unpredictable weather patterns for road sealing and maintenance.
4	Political interference where they are wanting roads within their constituency to be fixed, sealed ahead of scheduled work programme and therefore exceeds budget.

AUTHORITY

Financial	Authority to authorise all payments for Capex funds up to the value of \$5,000 and operating costs in the Civil Works division up to the value of \$2,000
Staff	Yes
Contractual	No

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
Secretary and Roading & Drainage Manager	Heavy Advising the Secretary on the progress of work	Politicians and Minister of ICI	Promoting Provide project updates on related activities on their islands.
Supervisor Roads, Supervisor Workshop, Supervisor Heavy plant	Heavy Giving and receiving of information on the progress of work programmes	Stakeholders and service users/landowners	Promoting Information relating to repairs

Internal	Nature of Contact	External	Nature of Contact
Corporate & Regulatory Services Divisional Heads	Heavy Processing of orders, supplies required by the division to undertake its work programme Medium Sharing of information and assistance as part of the Senior Management team	Government Ministries and State Owned Enterprises (SOE) Suppliers Pa Enea Islands Councils Pa Enea Island Government Power Utilities (Pa Enea)	Promoting Working with Government Ministries to assist with project developments relating to roads, bridges and drainage Promoting Working with suppliers both locally and overseas to source materials Promoting Providing advice and support Promoting Overseeing the programmes for overhauling and servicing of all Pa Enea islands power systems

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
Bachelor's degree in Civil Engineering	Post Graduate Degree in Civil Engineering or Business Management

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
9-10 years in a Management role with Project management in infrastructural development	10+ years in a Management role

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> Implements strategies that respond to ministry's priorities Sets clear expectations, monitors and evaluates performance Takes ownership and acknowledges impact and outcomes of decisions Report writing and ability to communicate effectively through oral and written

	<ul style="list-style-type: none"> • Work programming and ability to prioritise work to suit weather conditions, and ensuring sufficient resources and man power to carry out the task at hand in all situations
Advanced	<ul style="list-style-type: none"> • Understands the importance of strategic and project planning and the coordination of people and resources • Experience with leading a team with diverse skills • Health and Occupational Safety understanding • First Aid advance and current certification
Working	<ul style="list-style-type: none"> • Proficient use of Microsoft office programmes • Experience and working knowledge on road preparation and sealing • Working knowledge and experience with GENSET overhaul and repairs • Ability to remote diagnoses the machinery issues in isolated locations such as Pa Enea • Project Management and project financing ability • Liaison with the general public, landowners, service utilities, police and other government agencies
Awareness	<ul style="list-style-type: none"> • Social, Economic Political and Public issues associated with infrastructure and finances in the Cook Islands

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

HoM/Manager

Date

Employee

Date