



Career Opportunities

Listing:

Traffic Management Coordinator

- *World class infrastructure platform.*
- *Help us keep the lights on and our community connected.*
- *Put your understanding of traffic management to practice.*

About EA Networks

At EA Networks, we are focussed on ensuring our community has access to world class, reliable and affordable network infrastructure. We are the trusted infrastructure platform that delivers electrical energy to every home and business in our region. We own and operate our region's electricity distribution network and fibre optic communications network, which we continuously invest in to ensure that we keep the lights on and the web connected.

About the role

Your focus will be to provide and install efficient temporary traffic management services as per the relevant code, ensuring that all legal and contractual requirements are met. You will also be tasked with designing and developing TMP's.

While promoting and practising positive health and safety, you'll be responsible for ensuring that all approval deadlines are met for the submission of TMP's and coordinate internal TTM activities.

EA networks

0800 430 460

enquiries@eanetworks.co.nz

eanetworks.co.nz

Connecting our community



Required Skills & Experience

- Class 1 and 2 drivers licence is essential.
- Level 1 STMS. Level 2 would be an advantage.
- Have a sound understanding and working knowledge of COPTTM.
- Excellent verbal and written skills with an ability to converse with staff and clients.
- Have a reasonable level of computer literacy with experience using digital drawing programs and MS Office.

Join Us

A competitive salary package is on offer for this role, as is the opportunity to work for a stable, trusted organisation at our modern, purpose-built business park premises. EA Networks has a strong focus on people, culture and a commitment leading edge technology. If you would like to pursue the opportunity presented by this dynamic role, please submit your CV and Covering Letter in confidence.

Please note: Applicants for this role must be legally entitled to work in New Zealand and be available at short notice to attend an on-site interview at our office.

For more information about the role and EA Networks, please visit eanetworks.co.nz.



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Position Description

Position:	Traffic Management Coordinator
Responsible to:	Underground Services Manager
Hours of Work:	40 hours per week, Monday to Friday, 7am – 6pm

Position Purpose:

- To ensure the Company complies with all Regularity Legislation and industry best practice (Code of Practice for Temporary Traffic Management Volume 4) in the provision of Temporary Traffic Management for the efficient operation electrical distribution authority and their related issues.
- To ensure that employees are adequately aware of their legislative responsibilities under the Code of Practice for Temporary Traffic Management and its amendments.
- To ensure that planned new builds and distribution upgrade aims of the Company Business Plan are achieved
- To provide professional support and advice to areas of the company's management team and Employees.
- To contribute to the continuous improvement, implementation, maintenance and monitoring of the company's procedures, policies, practices and plant and equipment.
- To provide timely and practical information, advice and assistance to management and staff on a range of quality and health, safety and environment issues identified in the field and depot.

Objectives:

- The role is a support one to provide advice skill and knowledge on temporary traffic management related construction requirements, resulting in a safe working site and environment for individual and team employees. The Company operates in a family type culture.
- A key objective is to ensure that any identified site health, safety or environment issue/s are quickly and expertly attended to and that management and staff are kept informed utilising the company reporting procedure.
- To maintain and administer any given temporary traffic management site utilizing signed off Roading Control Authority temporary traffic management plans whilst also maintaining and ensuring the goals of continuous improvement are attained.

Key Accountabilities:

Key Accountability	Achieved By	Performance Indicators
<p>1. Company Temporary Traffic Management Works (Controller/Regulator) Assisting Management Teams in providing leadership and direction for the Site temporary traffic management to meet the Compliance area/s of the Company.</p>	<ul style="list-style-type: none"> • Taking lead and manage the traffic management operation within EA Networks Field Services division. • Assisting to provide TC and STMS competency reviews to all EA Networks employees providing TC and STMS support for sites. • Drafting all traffic management plans as required for approval by City and Regional Councils and NZTA. • Performing STMS (Site Traffic Management Supervisor) duties including traffic management set-ups and site consultations. • Assist the Compliance Coordinator to engage with key stakeholders and as designated represent EA Networks on matters relating to traffic management. • As required provide traffic management advice and support to other EA Networks business units. • Provides feedback and follows through on corrective actions and improvement opportunities in relations to traffic management within the business unit. • Preparing data for internal and client monthly reporting. • Coaching and mentoring of direct reports. • Preparing and processing submission applications as required. • Participate in meetings with stakeholders and subcontractors • Conduct Quality, Safety and Environmental audits to ensure compliance. • Ensuring the highest standards of Health, Safety, Environment and Quality performance are achieved. 	<ul style="list-style-type: none"> • Timely production of site temporary traffic management plan/s that reflect best practises. • Performance to Construction Division Production Plan and on-time site establishment performance • Controlling direct and indirect labour costs • Rework levels • Team Member feedback • Level of proactive and supportive team work • All relevant reports identified and presented on time. • Number of site audits and maintains the TTM auditing procedures in a timely manner • % of Compliance with Company HS&E business plan. • % of compliance with internal and external auditing principles and systems • % of lost time injury cost/s reduced. • % of hazards isolated/minimised. • % of HS&E systems audit outcomes.

<p>2: Plant and Equipment: Ensuring all machinery is adequately maintained to achieve optimal performance</p>	<ul style="list-style-type: none"> • Participating in preventative maintenance programs and initiatives. • Resolving machine faults and breakdowns. • Contributing to the development of Capex, Major Expense, and equipment improvement projects and participating in the implementation of these projects. 	<ul style="list-style-type: none"> • Adherence to preventative maintenance plan • Faults identified and rectified in a timely manner • Level of proactive participation
<p>3: Quality Enhancing EA Networks competitive position through effective quality management practices.</p>	<ul style="list-style-type: none"> • Complying with the quality system (e.g. quality documentation and checking procedures) • Contributing to the improvement of quality systems and participating in quality improvement initiatives • Ensuring quality issues/problems are reported/resolved • Ensuring all machines/laying process outputs are within specification and “fit” to the customer’s specifications. 	<ul style="list-style-type: none"> • Level of Quality System compliance • Level of proactive contribution/participation • All quality issues reported in a timely manner and appropriate corrective action taken. • Customer feedback
<p>4: Inventory / Material Assisting to minimise and ensure accuracy of inventory/ material</p>	<ul style="list-style-type: none"> • Ensuring accurate data capture/ recording of TTM signage left on site/s. • Monitoring levels of work-in-progress 	<ul style="list-style-type: none"> • Data accuracy and timeliness of recoding information required. • Inventory accuracy • Stock take audit Record. • Proactive reporting
<p>5: Team Management Contributing to a productive, harmonious and motivated Team</p>	<ul style="list-style-type: none"> • Complying with and reinforcing all company policies and procedures. • Enhancing team performance through effective communication, and team member recognition • Participating in training initiatives • Ensuring work practices reflect documented best-practice and meet all safety requirements 	<ul style="list-style-type: none"> • Level of compliance with and reinforcement of company policies and procedures • Team Member Feedback • Level of team Harmony • Team Performance • Level of proactive leadership activity • Level of compliance with Company training procedures

		<ul style="list-style-type: none"> • Team members trained to, and comply with, and up-date documented best practice standards • Training documentation kept current at all times
6: Health, Safety and Environment.	<ul style="list-style-type: none"> • Pro-actively participating in the HS&E programmes including: <ul style="list-style-type: none"> - Maintaining and improving the company HS&E standards. - Ensuring compliance with HS&E plan, policies and established practices - Monitoring HS&E performance, and taking corrective action. 	<ul style="list-style-type: none"> • Number of accidents and incidents • Compliance to site HS&E plan • Number of risks/hazards identified and removed • HS&E systems audit results. • Risk management assessments
7: Site Housekeeping	<ul style="list-style-type: none"> • Ensuring the site is cleared of detritus and all TTM signage's, and equipment are stored as required by the code of practice • Participating in housekeeping improvement initiatives 	<ul style="list-style-type: none"> • Housekeeping Audit Results • % of site non-compliance notices
8: Asset Protection	<ul style="list-style-type: none"> • Protecting EA networks against the loss of intellectual or physical assets through the implementation and maintenance of security policies and procedures. 	<ul style="list-style-type: none"> • Compliance with legislation. • Compliance with security procedures.

Authorities:

Financial:	In accordance with EA Networks delegation and authorisation policy.
Staff:	None.
Public Statements:	May not make public statements to the media without approval of the General Manager
Contractual:	None, however can make recommendations to supervisor.

Core Competencies:

Competency	Definition
Communication	<ul style="list-style-type: none"> • Has the ability to deal effectively with people from all levels within the business, adjusting language or terminology to the characteristics and needs of the audience. • Provide outstanding customer service at all times. • Has the ability to communicate effectively in a team environment. • Has the ability to deal with difficult people
Effective Time Management	<ul style="list-style-type: none"> • Ability to multi task • Ability to cope with interruptions • Ability to manage work flow and people • Well organised
Analysis and Problem Solving	<ul style="list-style-type: none"> • Gather and analyse information skilfully • Develop alternative solutions • Use reason even when dealing with emotional topics • Securing relevant information and identifying key issues and relationships from a base of information.
Teamwork/Collaboration	<ul style="list-style-type: none"> • Works effectively to accomplish organisational goals • Takes actions that respect the needs and contributions of others • Asks for and offers help when needed.
Interpersonal Skills	<ul style="list-style-type: none"> • Has a 'can do' attitude • Motivated to achieve high results • Focuses on solving conflict, not blaming • Maintains confidentiality • Displays integrity • Ability to work with difficult people • Displays original thinking and shows initiative
Quality Orientation/ Attention to Detail	<ul style="list-style-type: none"> • Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job, accurately checking processes and tasks, maintaining watchfulness over a period of time.
Receptionist	<ul style="list-style-type: none"> • Is a set of day-to-day activities that are related to the efficient running of the organisation.

Qualifications:

- STMS LV1 or higher (LV2/3NP / P) qualification

Experience

- 4-6 years' experience in a leadership role within a large service company environment preferably in a Traffic Management role

Knowledge

- Understanding of a large organisation service systems and principles.
- Structured approaches to problem solving
- Excellent knowledge and experience of Rapid Plan and or Auto CAD for design purposes of producing site traffic management drawn plans.
- A knowledge of customer and client requirements for Traffic Management
- Extensive knowledge of Quality systems and principles
- Knowledge of B4uDig, RAMM software

Competencies

- Leadership - including mentoring, coaching, performance and people management skills and the ability to inspire others
- Excellent problem-solving ability
- Very effective at planning and co-ordinating the work of others and themselves
- Highly developed written and oral communication skills
- Ability to coordinate a team building environment

Personal Characteristics

- Excellent interpersonal skills with customers and clients.
- Highly solution focused
- Both a team leader and a team player with excellent interpersonal skills
- Driven and highly self-motivated

Agreed by:

_____ (Job holder's signature)

_____ (Field Services Manager signature)

_____ Date

Position applying for			
Full Name			
Are you, or have you been, known by any other name? If yes, please write here			
Address			
Home Phone		Work Phone	
Email		Today's Date	

Personal Information		
Are you legally entitled to work in New Zealand?	Yes	No
If you are not a citizen, please state your Visa category		
Have you ever been convicted of, or are awaiting a hearing, on any offences?	Yes	No
If you answered yes to the above question, please give details.		
Do you have any commitments which may prevent you from attending your employment during normal working hours e.g. sporting commitments, family commitments, voluntary positions, and other paid work?	Yes	No
If you answered yes to the above question, please give details.		
Are you prepared to work overtime as and when required?	Yes	No
Are you prepared to stay away from home as and when required?	Yes	No

Medical information		
How many days absent have you had due to sickness/injury in the past 12 months?		
Do you have any disability, illness, injuries which could affect your ability to work regularly?	Yes	No
If you answered yes to the above question, please give details.		
Have you had any medical condition or injury which the tasks of this job may aggravate or contribute to?	Yes	No
If you answered yes to the above question, please give details.		
Have you had any ACC claims/payments in the last seven years?	Yes	No
If you answered yes to the above question, please give details.		

Referees

Please provide two referees (preferably past employers) who you give permission to be contacted by us.

	Referee One	Referee Two
Name		
Company		
Relationship to you		
Phone (day)		
Phone (evening)		

There may be a pre-employment medical examination as part of the pre-employment checks. This may include drug/alcohol and physical mobility and health tests.

Declaration

I declare that I have completed all sections of this application truthfully. I understand that if I am successful in this application that providing incorrect, false or misleading information or any material fact suppressed, may be grounds for the termination of my employment.

I hereby authorise that the recruitment panel responsible for the position I am applying for to contact referees listed above, prior to the notification of appointment, to confirm my suitability for the position and to also seek confirmation of any details contained in my CV. I understand that EA Networks may want to seek further details regarding my ACC history and Criminal history.

Signed Date.....

Thank you for completing this form. The purpose for which the information is being collected is to determine your suitability for appointment to a position including those positions for which you have expressed an interest. The information may be supplied to persons employed or engaged by EA Networks to work on the interview/appointment process. The information supplied by you will be retained by EA Networks if you are appointed to a position. If you are not appointed to a position at EA Networks, the information will be destroyed after 12 months. All applicants have the right in accordance with the Privacy Act to access and seek correction of personal information held in respect of them by EA Networks.

If you are not providing a CV, please complete the following sections

Employment History (start with current or most recent role)

Employer	Dates employed from To
Position	Main tasks
Reason for leaving	

Employer	Dates employed from to
Position	Main tasks
Reason for leaving	

Employer	Dates employed from to
Position	Main tasks
Reason for leaving	

Employer	Dates employed from to
Position	Main tasks
Reason for leaving	

Qualifications, please include driving licences		
Name of Qualification	From	Year

Please give details of any qualifications/driving licences you are currently studying towards
