

# JOB DESCRIPTION

## AUTOCAD CIVIL 3D DESIGNER



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**POSITION:** AutoCAD Civil 3D Engineer

**LOCATION:** Auckland

**REPORTS TO:** Land Development Principal Engineer

**DIRECT REPORTS:** None

### FUNCTIONAL RELATIONSHIPS:

**Internal** Directors, Engineering team, Office Administrator

**External** Clients, Contractors, Local body authorities

### PURPOSE OF THE POSITION:

To provide quality CAD services to clients in response to their requirements and to foster and develop relationships so that clients wish to continue to use our services.

### RESPONSIBILITIES:

#### Technical

- Performs drafting operations for the determination of project plans and collects data for Project designs;
- Prepares complex drawings for Engineering Projects;
- Adhere to all CADD Standards and be thoroughly familiar and proficient with the Blue Barn CADD Standard;
- Performs regular computer software and AutoCAD maintenance, upgrading and troubleshooting;
- Maintains up to date working and technical knowledge of all procedural and improvement changes to computer hardware and software applications;
- Creates and maintains accurate drawing registers and standard detail libraries;
- Communicating and liaising effectively with colleagues and architects, subcontractors, contracting civil engineers, consultants, co-workers and clients;
- Thinking both creatively and logically to resolve design and development problems;
- Using a range of design computer packages for designing projects and undertaking complex and repetitive calculations;
- A working knowledge of Auckland Council/Watercare/ATCOP standards, and the Auckland Council GIS system would be an advantage;
- Assisting in detailed designs;
- To carry out all necessary technical activities as required;
- To provide technical services and expertise advice to clients as and when required;
- Make sure that all work is undertaken in accordance with appropriate professional and technical standards and practices together with effective Quality Assurance;

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- Ensure that personal contributions to projects are managed to meet time allocated, target completion and required standards;
  - Liaise with other sections of the consultancy business to provide a consistent total service to clients;
  - Contribute on an on-going basis toward maintaining a safe working environment both for self and for those working alongside or in the close vicinity;
  - To carry out all other tasks as may be reasonably required from time to time.

### **People Leadership**

- Assist in establishing the standards for the business through their actions and behaviours;
- The characteristics required to achieve the appropriate standards will include emotional intelligence, integrity, consistency, trust and a degree of determination.