

JOB DESCRIPTION

CIVIL ENGINEER ROADING

POSITION:	Civil Engineer – Roading
LOCATION:	Auckland
REPORTS TO:	Principal Roading 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 engineering consultancy 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

- Carry out Engineering design of projects which includes engineering investigations, analysis, preliminary and concept designs, project reports, calculations and specifications for projects.
- Plan and organise engineering tasks, coordinate and control activities including those of other groups to achieve technical quality, budget, programme and client satisfaction.
- Provide advice to the group on training requirement, resourcing, quality assurance and deliverables.
- Make sure that all work is undertaken in accordance with appropriate professional and technical standards and practices together with effective Quality Assurance.
- 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.

Project Management

- Act as Project Manager on projects as assigned, ensuring that all deliverables meet client's key objectives.
- Prepare project briefs, fee estimates and project plans for the group.
- Ensure projects achieve the planned profit in relation to the Business Plan, by managing the project financial control and profitability, invoicing and reporting.

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- Manage own projects, including the provision of timely and clear reports to clients, preparation of invoices, and appropriate use of accounting, record and quality management systems.
 - Regularly communicate with, and seek feedback from, clients and project teams, reflecting on the performance of one's self and the team and apply learning and improvement principles.

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.
- Assist in providing an environment in which there is a simple and effective means of ensuring staff achieve a high level of job satisfaction.