

JOB DESCRIPTION

POSITION:	Structural Engineer
LOCATION:	Auckland
REPORTS TO:	Director of Structural Engineering
DIRECT REPORTS:	None

FUNCTIONAL RELATIONSHIPS:

Internal –Director of Structural Engineering, 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.

GENERAL

The ideal candidate will have:

- BE degree in Structural or equivalent qualification, Master degree in Structural Engineering is preferable but not essential
- 4 + years' experience on large scale design projects
- Ability to apply design skills in a lateral and innovative fashion.
- Ability to maintain strong relationships with existing and new clients
- Strong technical background with a good understanding of the non-linear behaviour of the construction materials.
- Good understanding of New Zealand Building codes and NZSEE Guidelines for the assessment of existing buildings.
- Good Structural Engineering software skills (ETABS, SAP 2000 or similar)
- Team spirit and ability to work in a collaborative environment
- Excellent written and verbal communication skills

Specific aspects of the role:

- Liaise with Auckland clients, including Project Managers, Contractors and other Consultants in regard to jobs that are currently either in proposal stage, design stage, or in construction. This include attending meetings and being point of contact for the Auckland office.
- Perform construction monitoring inspections to ensure works being undertaken on site is being completed in accordance with the Engineer's design and PS1. Compile findings and produce a construction monitoring report of observations from site inspection.
- Produce independent design calculations for new buildings, Mid to Highrise
- Perform Seismic Assessments on existing buildings to the NZSEE guidelines
- Review and compile plans and specification in preparation for application to the Council for Building Consent.

- Manage projects by tracking progress and manage financial aspects of the projects in Auckland ensuring deadlines are met and invoices are issued correctly. This includes liaising with the financial administration team based in Auckland.
- Perform design work and calculations for projects

GENERAL RESPONSIBILITIES:

Technical

- Plan and organise engineering tasks, coordinate and control activities including those of other groups to achieve technical quality, budget, programme and client satisfaction.
- 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.
- 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.