

JOB DESCRIPTION

SENIOR ENGINEER ROADING



POSITION: Senior 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

- Assist with the technical development of Blue Barn's roading engineers;
- Plan and organise roading engineering tasks, coordinate and control activities including those of other groups to achieve technical quality, budget, programme and client satisfaction;
- Be accessible to support the group by answering all roading related project questions from junior members of the team;
- Provide advice to the roading team 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 Director/Manager (or Technical Lead as appropriate) on projects as assigned, ensuring that all deliverables meet client's key objectives;
- Prepare project briefs, fee estimates and project plans for the group;
- Provide leadership to project teams, ensuring that projects are completed on time, within budget and to the required quality to achieve the planned profit;
- 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;

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- 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;
 - Coach project team members to maximise their enjoyment and ensure successful project outcomes.

Strategic

- Proactively manage clients, understanding their present and future needs. Maintain regular contact with these clients, ensuring they remain satisfied with services provided;
- Assist in strategic and business planning within the business as requested and ensure marketing through client satisfaction.

People Leadership

- Assist the Principal Engineer - Roading in establishing the standards for the business through their actions and behaviours;
- The leadership characteristics required to achieve the appropriate standards will include emotional intelligence, integrity, consistency, trust and a degree of determination;
- Nurture, encourage and develop the staff of the roading team to achieve their full potential;
- Provide regular coaching and reviews with appointed mentees, planning for their development including training needs and experience in different areas within the Region;
- Assist in providing an environment in which there is a simple and effective means of ensuring staff achieve a high level of job satisfaction.