

JOB DESCRIPTION

POSITION: Civil Engineer - Senior
LOCATION: Auckland
REPORTS TO: Director of Land Development
DIRECT REPORTS: None
FUNCTIONAL RELATIONSHIPS:

Internal - Directors, Blue Barn Team, Office Administration.

External - Clients, Contractors, Local Body Authorities, Subconsultants.

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.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

RESPONSIBILITIES:

Technical

1. Apply Blue Barn Quality Assurance processes and standards as directed.
2. Carry out Engineering design of projects which includes engineering investigations, analysis, preliminary and concept designs, project reports, calculations, and specifications for projects.
3. Plan and organise engineering tasks, coordinate and control activities including those of other groups to achieve technical quality, budget, programme, and client satisfaction.
4. Act as office 12D model champion, develop 12D model standards and provide mentoring to other 12D users.
5. Support junior members of the teams by answering all design related project questions.
6. Provide advice to the group on training requirement, resourcing, quality assurance and deliverables.
7. 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.
8. Produce design calculations.
9. Manage personal inputs to projects by tracking progress ensuring personal deadlines are met.
10. Make sure that all work is undertaken in accordance with appropriate professional and technical standards and practices together with effective Quality Assurance.
11. Ensure that personal contributions to projects are managed to meet time allocated, target completion and required standards.
12. Liaise with other sections of the consultancy business to provide a consistent total service to clients.
13. 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.

Strategic

1. Proactively manage clients, understanding their present and future needs. Maintain regular contact with these clients, ensuring they remain satisfied with services provided.
2. Prepare and deliver pre-approved technical papers, for recognised journals or conferences.
3. Promote projects in which the individual has been involved previously and which incorporates innovation to be considered for a nationally recognised award by peers or other organisations.

4. Assist in strategic and business planning within the business as requested and ensure marketing through client satisfaction.

Project Management

1. Act as Project Manager on projects as assigned, ensuring that all deliverables meet client's key objectives.
2. Ensure projects achieve the planned profit, by managing the project financial control and profitability, invoicing, and reporting.
3. Prepare project briefs, fee estimates and project plans for the group.
4. Provide leadership to project teams, ensuring that projects are completed on time, within budget and to the required quality to achieve the planned profit.
5. 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.
6. 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.
7. Coach project team members to maximise their enjoyment and ensure successful project outcomes.
8. Ensure that personal contributions to projects are managed to meet time allocated, target completion and required standards.

People Leadership

1. Assist in living up to Blue Barn values through your own actions and behaviours.
2. Assist in providing an environment in which there is a simple and effective means of ensuring staff achieve a high level of job satisfaction.
3. The characteristics required to achieve the appropriate standards will include emotional intelligence, integrity, consistency, trust, and a degree of determination.
4. Nurture, encourage and develop the staff of the business group to achieve their full potential.
5. Provide regular coaching and reviews with appointed mentees, planning for their development including training needs and experience in different areas within the business.

Other

1. To carry out all other tasks as may be reasonably required from time to time.

PERSON PROFILE:

Attributes

1. Achieve improved standards through emotional intelligence, integrity, consistency, trust, and a degree of determination.
2. Commercially driven with a strong business acumen
3. Strong analytical and solution focused.
4. Strong focus on contributing to a high standard of employee experience.
5. Ability to work calmly under pressure.
6. Exceptionally well organised and detail focused.

Experience

1. Relevant Bachelor's degree or higher.
2. Have 2 years or more proven experience in similar role.
3. Have experience in Planning, designing, organising, and overseeing the construction and operation of dams, bridges, pipelines, gas and water supply schemes, sewerage systems.
4. Knowledge around determining construction methods, materials and quality standards, and drafting, interpreting, and evaluating specifications, drawings, plans, construction methods and procedures.
5. Chartership with ENZ is required.