

## JOB DESCRIPTION

**POSITION:** Intermediate Civil Engineer  
**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. Be accessible to support the group by answering all structural related project questions from junior members of the teams.
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. Manage personal inputs to projects by tracking progress ensuring personal deadlines are met.
8. Make sure that all work is undertaken in accordance with appropriate professional and technical standards and practices together with effective Quality Assurance.
9. Ensure that personal contributions to projects are managed to meet time allocated, target completion and required standards.
10. Liaise with other sections of the consultancy business to provide a consistent total service to clients.
11. 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***

1. Assist the Project Manager to ensure that all deliverables meet client's key objectives.
2. Assist in the preparation of project briefs, fee estimates and project plans for the group.
3. Liaise with Auckland clients, including Project Managers, Contractors and other Consultants regarding jobs that are currently either in proposal stage, design stage, or in construction. This may include attending meetings.
4. Regularly communicate with, and seek feedback from, clients and project teams, reflecting on the performance of oneself and the team and apply learning and improvement principles.

5. Ensure that personal contributions to projects are managed to meet time allocated, target completion and required standards.
6. Regularly communicate with, and seek feedback from, clients and project teams, reflecting on the performance of oneself and the team and apply learning and improvement principles.

***People Leadership***

1. Assist in living up to Blue Barn values through your own actions and behaviours.
2. The characteristics required to achieve the appropriate standards will include emotional intelligence, integrity, consistency, trust, and a degree of determination.

***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 6 - 7 years' experience in similar role post-graduation.
3. Have experience in planning and developing transport systems to improve infrastructure efficiency and the cost effectiveness of moving people and freight.
4. Knowledge around drafting, interpreting, and evaluating specifications, drawings, plans, construction methods and procedures.
5. Chartership with ENZ preferred