

JOB DESCRIPTION

Civil Engineer - Transportation

POSITION: Civil Engineer - Transportation
LOCATION: Auckland
REPORTS TO: Principal Transportation Engineer
DIRECT REPORTS: None

FUNCTIONAL RELATIONSHIPS:

INTERNAL

Directors, Blue Barn team, Office Administrators

EXTERNAL

Clients, Contractors, Local Body Authorities,
Subconsultants

PURPOSE OF THIS 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

- 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.
- 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, 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.

CIVIL ENGINEER - TRANSPORTATION CONTINUED

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.

OTHER

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

JOB DESCRIPTION
CONTINUED