

JOB DESCRIPTION

Graduate Civil Engineer

POSITION: Graduate Civil Engineer

LOCATION: Auckland

REPORTS TO: Principal 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

- Apply Blue Barn Quality Assurance processes and standards as directed.
- 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.
- 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 design calculations.
- Manage personal inputs to projects by tracking progress ensuring personal deadlines are met
- Carry out Engineering design of projects which includes engineering investigations, analysis, preliminary and concept designs, project reports, calculations and specifications for projects.
- Prepare design models using Civil 3D and other key three waters software packages.
- 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.

PROJECT MANAGEMENT

- Assist the Project Manager to ensure that all deliverables meet client's key objectives.
- Assist in the preparation of project briefs, fee estimates and project plans for the group.
- 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.
- 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.

GRADUATE CIVIL ENGINEER CONTINUED

- Ensure that personal contributions to projects are managed to meet time allocated, target completion and required standards.

PEOPLE LEADERSHIP

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

OTHER

- All other tasks as may be reasonably requested.

JOB DESCRIPTION CONTINUED