

# JOB DESCRIPTION

## Senior Civil Engineer

**POSITION:** Senior 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

- 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.
- Support junior members of the teams by answering all design related project questions.
- Provide advice to the group 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 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.
- Provide leadership to project teams, ensuring that projects are completed on time, within budget and to the required quality to achieve the planned profit.
- 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.

**JOB DESCRIPTION**  
CONTINUED

**SENIOR CIVIL ENGINEER - CONTINUED**

**PROJECT MANAGEMENT CONTINUED**

- 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.

**STRATEGIC**

- Proactively manage clients, understanding their present and future needs. Maintain regular contact with these clients, ensuring they remain satisfied with services provided.
- Prepare and deliver pre-approved technical papers, for recognised journals or conferences.
- 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.
- Assist in strategic and business planning within the business as requested and ensure marketing through client satisfaction

**PEOPLE LEADERSHIP**

- Assist in establishing the standards for the business through your actions and behaviours.
- Nurture, encourage and develop the staff of the business group 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 business.
- Assist in providing an environment in which there is a simple and effective means of ensuring staff achieve a high level of job satisfaction.

**BUSINESS DEVELOPMENT**

- Lead bids/proposals, prepare project briefs, fee estimates and project plans for review as required within Blue Barn's QA policy.

**OTHER**

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