

JOB DESCRIPTION

Senior Engineer - Transportation

POSITION: Senior 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

- Plan and organise transportation engineering tasks, coordinate and control activities including those of other groups to achieve technical quality, budget, programme and client satisfaction.
- Be accessible to support the group by answering all transportation related project questions from junior members of the team.
- Provide advice to the transportation team 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 Director/Manager (or Technical Lead as appropriate) 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.
- 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.
- Coach project team members to maximise their enjoyment and ensure successful project outcomes.
- Ensure projects achieve the planned profit by managing the project financial control and profitability, invoicing and reporting.

SENIOR ENGINEER – TRANSPORTATION CONTINUED

STRATEGIC

- Proactively manage clients, understanding their present and future needs. Maintain regular contact with these clients, ensuring they remain satisfied with services provided.
- Assist in strategic and business planning within the business as requested and ensure marketing through client satisfaction.

PEOPLE LEADERSHIP

- Assist the Principal Engineer - Transportation in establishing the standards for the business through their actions and behaviours.
- Nurture, encourage and develop the staff of the Transportation team 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 Region.
- 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