

Position Description

Senior Civil Engineer

Purpose of Position

- **Design & Project Management** – Manage the civil engineering design of various types projects efficiently and effectively, working within agreed timeframes, project specification and set budgets
- **Technical** – Liaise with clients to plan, manage, design and supervise the construction of projects as required
- **Quality Management** – Undertake best practice processes, monitoring and quality control to ensure that expected professional and technical standards are met
- **Business Development** – Create new business opportunities which support the achievement of individual revenue targets through networking and qualified meetings with existing and prospective clients
- **Health and Safety** – Meet health and safety obligations for the business, ensuring personal safety in differing work environments

KPIs

- Acceptance of Engineering Solutions through Council without Section 92
- Projects delivered on time and to budget and the client's expectations

Key Accountabilities and Performance Metrics

Design & Project Management

Accountabilities and Expected Target

- Scheme and devise appropriate and economical civil engineering solutions
- Use design and drafting software such as AutoCad and Civil 3D to effectively perform design and technical functions
- Input and prepare technical consents for submissions to council
- Prepare engineering reports and applications on behalf of clients for engineering approval to council
- Liaise with clients/contractors/architects/councils during the design and construction stage of various projects
- Work with design teams including engineers, draughting staff and external sub-contractors
- Attend design meetings with clients and architects as required
- Liaise with other project team members in the completion of client jobs
- Effective management of all projects at all times
- Respond to telephone and email enquiries

Technical

Accountabilities and Expected Target

- Undertake civil engineering design, including:
 - liaison with clients to finalise design criteria
 - concept design
 - communicating information to the design team, including preparation of design sketches and marked up plans for drafting as required
 - liaison with technicians and carrying out CAD drafting as required
 - review design drawings
 - prepare specifications and associated design documentation
 - Construction monitoring of trades, and provision of site reports and engineering instructions as required
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Quality Management

Accountabilities and Expected Target

- All work undertaken is in accordance with appropriate professional and technical standards and in accordance with Envivo standards
- All engineering documents prepared are accurate design representations
- Maintain up to date knowledge of guidelines, technical standards, legislation and codes of practice relevant to Civil Engineering practice in New Zealand
- Keep up to date with developments in civil engineering
- Mentor junior staff on technical and professional standards
- Investigate new templates; shortcuts and procedures for Civil Engineering and Civil 3D

Business Development

Accountabilities and Expected Target

- Undertake client liaison, marketing and networking to attract repeat business with existing clients and identification of new opportunities in the market
- Positively promote Envivo to our clients and potential clients

Health and Safety

Accountabilities and Expected Target

- Comply with the company's Health and Safety and Quality Policies at all times
- Ensure that there is a safe work culture, take accountability for developing and maintaining a safe environment for all crew members
- Effectively communicate and ensure compliance with the Sands guidelines, and company safety policies and procedures

Miscellaneous

Accountabilities and Expected Target

- Identify areas for improvement in office systems and provide assistance with routine office administration
- Other duties reasonably within the capability of the employee may also be required from time to time. The employee's duties may be altered following consultation with the employee