

POSITION PROFILE



File Name: PP - Civil Engineer.docx	Version No: 1.0
Issue Date: May 2017	Compiled by: HR Manager
Page: Page 1 of 3	Approved by: Managing Director

Position Title:	Civil Engineer
Location:	Auckland
Reports to (role):	Civil Engineering Team Leader
Main purpose: (How You Add Value to Envivo)	
To assist and coordinate with civil engineers/designers and prepare and document designs for engineering projects.	
Key Relationships: (Who You Help/ Interact with on a Regular Basis)	
Internal Relationships	External Relationships
<ul style="list-style-type: none"> Civil Engineering Team Project Owner/Manager Surveyors 	<ul style="list-style-type: none"> Envivo clients Territorial Authorities including Councils Architects
Key Accountabilities: (What You Accomplish by Doing These Tasks)	
<p>Design Management:</p> <ul style="list-style-type: none"> Scheme and devise appropriate and economical civil engineering solutions Undertake engineering calculations required for preliminary and developed designs Undertake specifications and associated design documentation Undertake and prepare technical consents for submissions to council Undertake engineering reports and applications on behalf of clients for engineering approval to council Undertake detailed and construction designs and documentation for construction and implementation of projects Undertake site inspections and survey work when appropriate Construction monitoring of structural trades, and provision of site reports and engineering instructions as required Use AutoCAD, Civil 3D or Revit to perform technical functions 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 Controlling the MSQA and NZS3910 responsibilities on projects <p>KPIs</p> <ul style="list-style-type: none"> All work undertaken is in accordance with appropriate professional and technical standards and in accordance with Envivo standards Revenue targets are achieved All documents prepared are accurate design representations Projects are completed within agreed timeframes, project specifications and economically 	
<p>Technical Expertise and Professional Development:</p> <ul style="list-style-type: none"> Maintain up-to-date knowledge of guidelines, technical standards, legislation and codes of practice relevant to industry practice in New Zealand Attend professional development courses to meet CPD requirements and individual performance goals Develop best practice processes, monitoring and quality control to ensure that expected professional and technical standards are met Contribute to building the firm's intellectual property including templates, precedents and workflows <p>KPIs</p> <ul style="list-style-type: none"> A high level of technical and industry excellence is maintained A high standard of quality assurance is maintained Developing expertise and knowledge in field of discipline 	

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Business Development:

- Undertake Consultant of the Day duties
- Attend client liaison, marketing and networking activities
- Assist in sales, bid and tender proposals
- Prepare and deliver client presentations and/or present at industry functions as required

KPIs

- Positively promote Envivo to our clients and potential clients
- Achieving sustained value in retained and new clients

Essential Requirements:

(What Skills and Knowledge You Need in the Position)

Education/Degree:

- Bachelor of Engineering equivalent
- Has attained or working towards CPEng

Experience:

- Minimum 2 years related experience
- Experience in civil engineering related disciplines

Technology Skills/Packages:

- Microsoft Office (Intermediate)
- AutoCAD Civil 3D (Intermediate to Advanced)
- Calculation and analysis programmes as required

Skills/Abilities:

- **Communication:** High standard of written and oral English skills
- **Technical Expertise:** Is sought out to provide advice or solutions in his/her technical areas
- **Professionalism and Integrity:** Acts within the scope of their professional competence and in a manner which supports and upholds the reputation of their profession

Living Our Values:

(What guides us in our behaviours)

Effective communication through honest, transparent feedback:

- Shares important information with team members
- Provides structure and gives clear direction to define outcomes and performance expectations
- Gives helpful, behaviourally specific feedback to others
- Uses appropriate interpersonal styles and methods to reduce tension or conflict

Being accountable for our results to deliver to our clients and partners and to each other:

- Develops and/or appropriately applies company and industry procedures, requirements, regulations, and policies to deliver client services to a high standard of professionalism
- Focuses effort to achieving goals through maintaining commitment, overcoming obstacles and getting the work done
- Strives for excellence in performance of self and others and in the delivery of services
- Considers and responds appropriately to the interests and important concerns of others
- Uses and manages resources efficiently and effectively

Sharing our knowledge to help others develop and grow:

- Provides timely guidance and feedback to help others accomplish a task or solve a problem
- Shares his/her expertise with others to develop knowledge and experience of others

Flexibility in our thinking to adapt to unique situations and problems:

- Is open to seeing perspectives other than their own
- Identifies and understands issues, problems and opportunities

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- Generates or builds upon the ideas of others to come up with new solutions or approaches to working with others, client issues or company processes

Health & Safety Requirements:

Major Physical and Environmental Factors/Fitness for Work:

- General physical fitness & mobility to consistently perform the inherent requirements of the position.
- Must be able to sustain long periods of sitting
- Must be able to sustain long periods of standing and walking
- Ability to perform repetitive movements and tasks
- Ability to maintain and sustain a drug and alcohol free working environment

Health & Safety Actions – you must:

- Comply with the company's Health and Safety Policies at all times
- Co-operate with management in anything that they do or require in order to ensure a safe workplace
- Ensure that your actions do not put yourself or others at risk
- Work safely
- Use and maintain machinery and equipment properly
- Obey all site safety rules and safe work procedures
- Wear or use prescribed safety equipment
- Participate in training programs as required
- Fix unsafe conditions/hazards if you are able to and it is safe for you to do so, otherwise report them immediately to your manager/team leader
- Report accidents/near misses by filling out Incident/Hazard Reports

NOTE: This Position Profile is not intended to be all-inclusive. Incumbent may perform other related duties as may reasonably be required to meet the ongoing needs of the organisation.