

Job Description – Civil Design Engineer

As a Design Engineer you are responsible to the Directors of Cheal Consultants Limited, through the Engineering Manager for the following :

General

1. Fulfil the role of Job and/or Client Manager for projects undertaken by the company in any region, but primarily within the Central North Island.
2. Adhere to the Cheal Quality Management Programme and its policies/procedures.
3. Carry out civil engineering design, preparing drawings in accordance with the Cheal CAD Standard and, where necessary, provide information to draughting staff in order to produce 'finished' drawings/plans etc
4. Perform engineering calculations, analysis and design.
5. Produce engineering reports and plans.
6. Preparation of tender documents and the assessment of tenders.
7. Supervising and administering contracts, including the supervision of sub contractors engaged by Cheal for the purposes of Health and Safety.
8. Carry out site investigations, field tests etc and report findings to the Engineering Manager.
9. Acting as Client Point-of-Contact for all matters relating to any jobs/tasks for which you are the nominated Job Manager. This demands the ability to consult and communicate effectively and in a proactive manner.
10. Liaising with clients on a routine basis in order to keep client up to date with job progress. As a minimum this is to include:
 - On assuming 'Job Manager' role - introduction to client and explanation of various stages of the job etc.
 - Having first consulted with the Directors, contacting the client prior to a target date or budget being missed or exceeded. You should include explanation of reason, consequences (revised timescale/budget etc) and suggested way forward.
 - Raising invoices (as specified on the Short Form Agreement) and liaising with clients on any delays in payment.
11. Validating timesheet information against jobs for which you are Job Manager and raising invoices. This includes validating inputs from other Cheal employees (i.e. if you are Job Manager you are responsible for ensuring the accuracy of invoices, including those aspects originating from other employees).
12. Close liaison with the Engineering Manager on job progress and particularly any indications that deadlines/targets might not be achieved.

13. Seeking guidance from the Engineering Manager on matters relating to quality of output, presentation and on any circumstances where negotiations/communications with clients are causing, or has the potential to cause, difficulties.
14. Any other tasks associated with your role as reasonably delegated by a Manager or Director of Cheal.

Technical Attributes

- Essential

Proficient in the use of 12D software
Demonstrable Project Management Experience
Demonstrable Client Management Experience
- Desirable

Proficient in AutoCAD/Civil 3D

Core Competency Requirements

The core competencies focus on leadership and are critical to the success of our business. The ongoing demonstration of these competencies is expected as part of employee performance and is weighted at 40% of total performance value under the Cheal Performance Management Program. Competencies describe 'the how' – the means, skills and behaviours used to reach the results.

Below is the list of competencies that are expected as part of every role in the business. A picture of what each of these competencies 'looks like in action' is also provided through the description of observable behaviours.

Professionalism	<ul style="list-style-type: none"> Adheres to the highest level of professional standards in both work performance and personal behaviour/presentation Demonstrates professionalism, strong ethics and confidentiality regarding business information, processes and products Demonstrates integrity through open and honest interactions with colleagues and clients Takes pride and ownership in work Promotes Cheal Manawatu externally and is an advocate for the business at all times Demonstrates a sense of urgency and commitment to meeting deadlines at all costs
Customer Service / Client Relationships (both internal and external)	<ul style="list-style-type: none"> Establishes and maintains effective relationships with clients and gains their trust and respect Inspires clients' confidence by demonstrating depth of expertise and experience Consistently acts with clients in mind Delivers practical, high quality services and solutions with significant attention to detail Strives to ensure quality outcomes by meeting internal quality service standards and agreed commitments, resulting in satisfied clients and repeat business – delivers on a promise Arrives on time for client meetings Goes the extra mile to accommodate clients needs Is courteous and professional in all dealings with clients Takes proactive steps to ensure clients are informed of progress, and problems are managed and resolved in a timely manner Follows up on outstanding work and seeks feedback from clients on work delivered to ensure that the client is satisfied Acts with a sense of urgency to produce results with quick turnarounds (within specifications)
Teamwork	<ul style="list-style-type: none"> Works cohesively as a member of the Cheal Manawatu team by sharing information and offering assistance to other team members. Is co-operative and is seen by others as a 'team player' Encourages collaboration Easily gains the trust and support of peers Can solve problems with peers with a minimum of fuss Participates actively in the team aspects of the business Is consistently among the first to volunteer to help others succeed

Communication	<ul style="list-style-type: none"> ▪ Communicates effectively and professionally in a variety of settings: one-on-one, in small and large groups, with peers and with managers ▪ Practices attentive and active listening ▪ Writes clearly and succinctly in a variety of communication settings and styles ▪ Gets across messages that have the desired effect ▪ Provides individuals with information so that they can make accurate decisions ▪ Provides information to clients and colleagues proactively and in a timely fashion
Initiative/ Innovation	<ul style="list-style-type: none"> ▪ Is committed to own continuing development and actively follows up on seminars, training and other continuing professional development activity ▪ Keeps up to date and at the 'cutting edge' technically ▪ Is self motivated ▪ Takes ownership and is self-driven ▪ Thinks laterally and is not bound by traditional practices, finds solutions to problems ▪ Analyses both successes and failures for clues to improvement ▪ Enjoys the challenge of unfamiliar tasks

Both Core Competencies ('the how') and Key Performance Objectives ('the what') are critical elements of performance. It is the combination of these that will create added value and success in meeting and exceeding our business goals.