

Position Title	Civil Designer (Associate Degree)
Reports to	Managing Director
Supervises	Nil May be required to provide supervision to cadets or work experience students from time to time for specific tasks

SCOPE OF POSITION

To provide a high standard of professional civil engineering consultancy services to a range of clients. The employee is required to work both independently and in team environments and will be required to provide services to clients on a range of engineering projects. In order to achieve this, the employee must have strong communication, time management and interpersonal skills and the ability to use initiative.

MANDATORY REQUIREMENTS

Academic/Professional Qualifications

- Associate degree or certificate in Civil Engineering which is accepted by Engineers Australia

Skills and Experience

- Experience in the design and drafting of a range of civil infrastructure, including roads, pavement, seals, stormwater drainage, earthworks, water, sewerage, road furniture and electrical and telecommunications infrastructure
- Experience in the construction, maintenance and contract administration of projects relating to road or subdivisions and associated infrastructure
- Excellent knowledge of applicable engineering design guidelines and standards relating to the design of civil infrastructure
- Experience in Project Management and Supervision of projects in accordance with applicable policies, standards and specifications
- Demonstrated ability to prioritise tasks and co-ordinate with the company’s RPEQ supervising Engineer’s in order to meet client deadlines
- Demonstrated sound consultation, conflict resolution and group facilitation skills

Other

- Advanced skills in the use of engineering design computer programs, including 12D, AutoCAD, stormwater design packages and GIS software
- Possession of a current open “C” Class drivers licence
- Holder of a current Safety Induction White Card
- Computer skills in Windows, MS Word, MS Excel, file management and email
- Undertake engineering analysis under the direction of the RPEQ Engineer

DUTIES

- Provide professional civil engineering consultancy services, which may include design, drafting, project management, inspection, work supervision, reporting and cost control
- Provide timely, regular and appropriate feedback to clients on progress of works
- Liaise with the client and other external stakeholders as appropriate
- Ensure appropriate quality standards are met and applicable standards and legislation is adhered to

- Maintain client records both within the GenEng Solutions internal system and, where requested, within the client system
- Finalise projects with appropriate documentation and share learnings with other GenEng Solutions employees
- Specific duties will vary from time to time dependent on individual client needs

ACCOUNTABILITIES

Integrated Management System

The employee is expected to actively participate in the company's Integrated Management System and shall at all times comply with company commitment to Quality ISO9001, Safety ISO45001 and Environmental ISO14001 objectives.

GenEng management and leadership team are committed to Occupational Health & Safety and expect that the employee shall at all times comply with company policies and procedures relating to Work Health & Safety, as well as all aspects of Legislation, Regulations and Codes of Practice.

Company Policies

The employee is responsible and accountable to adhere to company policies and to strive to achieve the goals of the company, as determined from time to time, including the Code of Conduct.

Customer Service

The employee shall ensure that the client requirements and expectations are clearly identified and met in a realistic and timely fashion. An excellent standard of service should be strived for to enable outcomes for each client to exceed expectations. The employee must at all times represent GenEng Solutions in a professional manner.