

Position Title	Professional Engineer
Reports to	Managing Director
Supervises	May be required to provide supervision to contractors, cadets or work experience students from time to time

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 / DESIRABLE REQUIREMENTS

Academic/Professional Qualifications

- A degree in Civil Engineering or an equivalent Civil Engineering qualification which is accepted by Engineers Australia
- Working towards registration as a Registered Professional Engineer of Queensland (RPEQ) or equivalent

Skills and Experience

- Experience in the design, construction, maintenance and contract administration of projects relating to road and associated infrastructure
- Experience in the management of road infrastructure delivery projects, including earthworks, drainage, pavement, seals, electrical and communications pit and pipe, landscaping and road furniture construction
- Experience in Project Management and Supervision of projects in accordance with applicable policies, standards and specifications
- Demonstrated ability to prioritise tasks to meet client deadlines
- Demonstrated sound consultation, conflict resolution and group facilitation skills

Other

- Possession of a current open “C” Class drivers licence or ability to obtain within a reasonable time of appointment
- Holder of a current Safety Induction White Card or ability to obtain within a reasonable time of appointment
- Skills in engineering specific computer programs, where required
- Computer skills in Windows, MS Word, MS Excel, file management and email

DUTIES

- Provide professional civil engineering consultancy services, which may include project management, procurement, work supervision, reporting and cost control
- Provide timely, regular and appropriate feedback to the client 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 internal system and, where requested, within the client system
- Finalise projects with appropriate documentation and share learnings with other GenEng 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.