POSITION DESCRIPTION

Position Title:	Senior Civil Engineer
Location	Coffs Harbour / Lennox Head / Armidale
Position Reports to:	Branch Manager
Key working relationships:	Directors, Business Manager, project managers and all other GeoLINK employees, clients, sub-consultants and stakeholders

ROLE

The Senior Civil Engineer provides civil engineering services to GeoLINK and its clients; and acts as a mentor to junior engineering staff.

RESPONSIBILITIES

- Manage projects, including client liaison, team coordination and financial management.
- Communicate specialist advice in a professional manner to meet client expectations.
- Be accountable for own actions/ work.
- Undertake administrative tasks, as required, to assist project or company management.
- Meet agreed billable targets.
- Undertake technical assessments to determine the best design solution.
- Undertake preliminary civil designs and prepare concept drawings.
- Undertake final/ detailed civil designs and prepare final drawings.
- Undertake design and drawing reviews.
- Prepare specifications and contract documents.
- Prepare schedules of quantities.
- Write design reports and technical correspondence (i.e. letters/ emails).
- Review design input material.
- Undertake site inspections of construction works.
- Liaise with clients, other project consultants, construction contractors and public authorities.
- Contribute to the quality, timely completion of projects in order to meet project objectives.
- Offer technical advice, participate in problem resolution, and evaluate constructive criticism as a project team member.
- Build and maintain effective working relationships through effective teamwork.
- Assist in developing new business relationships and seek out new business opportunities.
- Ensure all project and business activities align with GeoLINK's priorities and initiatives.
- Adhere to GeoBIZ guidelines (GeoLINK's minimum quality assurance standards) and report identified non-conformances to GeoLINK QA Manager.
- Adhere to all WHS statutory guidelines, company requirements and obligations.
- Recognise opportunities for improvement and innovation.
- Keep up to date with changes to technical standards, policies and legislation.

MANDATORY REQUIREMENTS

Essential

- Class C Driver License.
- Tertiary qualification in civil engineering or related discipline, from an accredited institution.

Desirable

- Chartered Professional Engineer status with Engineers Australia.

SKILLS AND EXPERIENCE - ESSENTIAL

- Experience in undertaking civil engineering design of roads, subdivisions and other associated civil infrastructure.
- Proficient with AutoCAD and Civil Site Design (or equivalent design software) to produce engineering designs and documentation.
- Ability to delegate and oversee design and drafting operations and procedures as appropriate.
- Strong interpersonal skills and ability to work with multi-disciplinary teams with various internal and external stakeholders.
- Ability to navigate computer systems and conversant with basic office software including Microsoft Outlook, Word and Excel.
- Experience in writing clear, concise, accurate reports on technical matters.
- Ability to use logic and reasoning to identify problems and review related information to develop and evaluate options and implement solutions.
- High level of self-motivation, self-discipline, initiative and demonstrated ability to manage the position's responsibility; and perform complex tasks and manage projects with minimal supervision.
- Knowledge of quality assurance practices and activities and ability to maintain a quality focus through adherence to a quality system.
- Thorough understanding of WHS requirements and obligations.

ADDITIONAL COMMENTS

- Travel, typically throughout northern NSW, may be required.
- Must demonstrate a commitment to continuous professional development and improvement.
- Must share GeoLINK's values and ethos.

APPROVED – BRANCH LEADER	
Name: _____ Signature:_____	 Date:
ACCEPTED – EMPLOYEE	
Name: _____ Signature:_____	 Date: