

## Position Description | Civil Design Engineer

**Reports to** Regional Manager  
**Branch** Bay of Plenty

### Duties of the Employee

As a Civil Design Engineer, you are responsible to the Directors of Cheal Consultants Limited to:

### Technical Role Description

- a) 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.
- b) Perform civil engineering calculations, analysis and design for stormwater catchments, drainage, water supply, sewerage and roading in line with local/regional council requirements.
- c) Produce engineering reports, plans and other documents as required.
- d) Review and approve designs and reports carried out by others for issue on behalf of Cheal Consultants Ltd.
- e) Prepare tender documents and assess tenders.
- f) Carry out site investigations for the purpose of reporting to clients.
- g) Liaise with the Engineering Lead and/or Regional Manager on job progress and particularly any indications that deadlines/targets might not be achieved or where negotiations/communication with clients has become problematic.

### General Duties/Responsibilities as an Employee

- a) Adhere to the Cheal Quality Management Programme and its policies/procedures at all times.
- b) Consult with Senior Engineers on matters relating to:
  - 1. Design objectives and appropriate methods or procedures
  - 2. Quality of output and presentation
- c) Close liaison with colleagues on job progress and particularly any indications that deadlines/targets might not be achieved.
- d) Complete timesheets on at least a daily basis to ensure accurate and up to date records are maintained.
- e) Any other tasks associated with your role as reasonably delegated by a Team Lead, Manager or Director of Cheal.

## Qualifications Required

- Relevant Engineering qualification and/or experience
- Documented project experience

## Technical Competencies

Please note that this list of competencies is intended as a guideline and is in no way exhaustive. The Employer may from time to time introduce new and/or change the types of equipment and software it uses. The Employee will be expected to adopt such changes on the understanding that where appropriate, the Employer shall provide training and guidance.

- *Essential*  
Design experience within the Civil Engineering infrastructure environment, which may include such things as earthworks, roading, sewerage, water supply and stormwater projects  
Experience required with 3D modelling software such as Civil 3D or 12D  
Proficient in the use of Microsoft Office software applications (Word, Excel, Outlook)  
Excellent verbal and written communication skills (In English)  
Professional team player with a commitment to quality
- *Desirable*  
Stormwater software such as HEC-HMS or EPA SWMM

## Other Requirements

- Full New Zealand Driving Licence; or
- Overseas Driving Licence that you have used in New Zealand for not more than 12 months since your arrival into the country.

## 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 assessed under the Cheal Performance Management System. 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.

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

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

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.