

Position Description | Engineering Lead / Civil Engineer

Reports to Regional Manager

Branch Bay of Plenty

Purpose: To supervise workflow, quality and performance of your nominated Team

Duties of the Employee

As an Engineering Lead and Civil Engineer, you are responsible to the Directors of Cheal Consultants Limited to:

Team Leadership Duties/Responsibilities

- a) Demonstration of leadership and support for the implementation of Company directives, including Health and Safety policies/procedures and Quality Management Systems.
- b) Authority to approve pricing on projects <\$25,000 and in line with the Finance Policy on pricing range.
- c) The review and sign-off of pricing by others in your team through approved processes, ensuring that appropriate documentation is applied and seeking input from others in the business as appropriate.
- d) Supervision of your team for workflow, performance to budget/timeframes/invoicing WIP.
- e) Approval of Write-offs up to \$2,500 (refer Financial Policy).
- f) Daily staff management against client and company expectations.
- g) Approval of leave requests for your team whilst ensuring sufficient resource is available to meet client expectations.
- h) Setting and assessment of Key Performance Objectives, Special Objectives and Core Competencies within your team, reporting to the Regional Manager on progress and training requirements/performance issues.
- i) Technical validation and sign-off on calculations/technical work to ensure accuracy and adherence to the Cheal Quality Management System.
- j) Provide assistance and support to team members with their own clients/projects.
- k) Attendance at regular Regional Leadership Team meetings.
- l) Reports to the Regional Manager on a regular basis with information required for regular Leadership Team meetings.

Business Growth/Client Management

It is an expectation that the Employee will regularly spend time carrying out duties associated with business growth such as:

- a) To actively promote the business within the Bay of Plenty region, with the objective of securing growth of the business in that area, in accordance with agreed Business Planning and Marketing Strategy goals set by the Company and discussed and agreed between you and your Manager/Director.
- b) To actively seek engagement from new clients and/or obtain repeat business from existing clients, and to provide excellence in Client Management.
- c) To be actively involved within the local and wider district business community and associated networking events, with a view to building relationships and ultimately, the business.
- d) To assist the Directors with identifying business growth in the locality and increase in resourcing to accompany such growth.

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) Scoping and costing of civil engineering projects for sign-off as per the Cheal Financial Policy delegations.
- h) Liaise with the 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) Fulfil the role of Job and/or Client Manager for projects undertaken by the company in any region, but primarily within Bay of Plenty. This demands the ability to consult and communicate effectively and in a proactive manner.
- c) Liaise with clients on a routine basis in order to keep client up to date with job progress and seek feedback.
- d) Close liaison with colleagues on job progress and particularly any indications that deadlines/targets might not be achieved.

- e) Raise invoices within company timelines and liaise with clients on any delays in payment.
- f) Complete timesheets on at least a daily basis to ensure accurate and up to date records are maintained.
- g) Validate timesheet information against jobs for which you are Job Manager, including validating inputs from other Cheal employees.
- h) Act as a mentor/coach for less experienced Engineers.
- i) Any other tasks associated with your role as reasonably delegated by a Manager or Director of Cheal.

Qualifications Required

- Relevant Engineering qualification and/or experience
- Documented project experience
- Current CPEng Practicing Certificate issued by Engineering NZ or on the pathway to becoming certified

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*
 - 5+ years 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*
 - Working knowledge of Stormwater Design Software (eg. HEC HMS, SWMM, etc)
 - Proficiency in AutoCAD

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.

Management Competencies

- Leadership
- Team Collaboration
- Conflict Resolution
- Financial Performance

Each of the following competencies includes behavioural statements which describe/clarify performance expectations for all Managers.

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|------------------------------|--|
| Leadership | <ul style="list-style-type: none"> ▪ Communicates company goals to team, gaining buy in and commitment ▪ Defines roles and responsibilities of team members to ensure company performance goals are met ▪ Leads by example, demonstrates company values ▪ Sets clearly defined Personal Development goals for individuals and provides guidance and support in them being followed through. ▪ Is recognised as a Leader by staff |
| Team Collaboration | <ul style="list-style-type: none"> ▪ Contributes to Management Team in a positive manner, is seen to be supportive of Directors and other Managers in the eyes of the company ▪ Contributes to the direction and growth of the company by taking on defined strategic tasks and completing them ▪ Encourages their team to effectively communicate with other teams (including other branches) in the company ▪ Ensures all teams work cohesively on multi-discipline projects |
| Conflict Resolution | <ul style="list-style-type: none"> ▪ Is proactive in taking steps to resolve conflict within the organisation ▪ Is proactive in anticipating and works with clients to manage conflict. |
| Financial Performance | <ul style="list-style-type: none"> ▪ Ensures team WIP is kept at an acceptable level (nothing older than 3 months unless Director approval is given) ▪ Takes proactive steps to keep Aged Debtors below 2 months. ▪ Works with clients toward receipt of invoiced fees where conflict has occurred that team members cannot resolve. |

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.

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.

| Management Competencies | |
|--|--|
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| | |
|---|---|
| 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 Consultants Ltd externally and is an advocate for the business at all times ▪ Demonstrates a sense of urgency and commitment to meeting deadlines. |
| 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 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 |

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| | <ul style="list-style-type: none"> ▪ 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 |

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