

<b>Position Title:</b>	Senior Civil Designer
<b>Business Unit:</b>	Civil Engineering
<b>Reports to:</b>	Director – Civil Engineering
<b>Liases with:</b>	Engineers Civil Designers Town Planners
<b>Responsible for:</b>	N/A
<b>Classification:</b>	T3 / T4
<b>Review date:</b>	16 February 2012

## PRIMARY PURPOSE

The position of Senior Civil Designer exists to manage the design and documentation of civil engineering projects and assist in achieving the company's strategic goals in terms of client service, efficiency and profitability.

## KEY RESPONSIBILITIES

- 1. Technical Expertise and Quality of Work**
  - Provide engineering input into civil engineering projects undertaken by the company.
  - Prepare project documentation suitable for approval, construction and contract administration.
  - Provide technical direction for work undertaken by the company.
  - Undertake civil design tasks to ensure a high level of accuracy and efficiency according to the company standards of operation.
  - Ensure all aspects of the quality management system are followed.
  - Ensure project efficiency by following timelines as directed by the Task Manager.
  - Ensure cost effective solutions are achieved by providing technical input to and review of outputs.
- 2. Internal Relationships**
  - Liaise closely with members of the Civil Engineering Business Unit regarding project outputs.
  - Attend meetings and participate in decision making as a team member.
  - Communicate in an effective and professional manner, both verbal and non-verbal.
- 3. Client Relationships**
  - Assist the Task Manager in having a positive impact on the client by providing a high standard of work in a timely manner.
  - Attend meetings and provide professional advice as required.
  - Demonstrate a genuine interest and commitment towards outcomes, ensuring customer objectives are met at minimum acceptable technical standards.
  - Endeavour to exceed client expectations.
- 4. Continuous Improvement**
  - Participate in training to assist with professional development
  - Ensure knowledge of systems is up-to-date, i.e. updates to software and new products available.

### 5. General

- Adhere to Workplace Health & Safety Policy to ensure a safe environment for all employees by following the guidelines set out in the Employee Handbook.
- Protect the interests of FCG in order to limit the Company's exposure to public liability and professional indemnity/insurance claims.
- Project a positive and professional company image

## QUALIFICATIONS AND EXPERIENCE

- Associate Diploma in Civil Engineering or equivalent
- Minimum 5 years experience in the design and documentation of engineering projects
- Competent in the use of computer aided design and documentation programs, 12d and AutoCAD
- Competent in the use of Microsoft Office Suite (Word, Excel and Outlook)
- Current Qld Drivers Licence (Class A)

## COMPETENCIES REQUIRED

- Understanding of sound engineering principles and practices employed in a quality management engineering practice.
- Ability to use initiative and complete tasks with minimal supervision
- Time management skills with the capacity to work within timeframes and fee budgets
- Effective verbal and written communication skills
- Ability to and commitment to providing excellence in customer service.

## DEMONSTRATED BEHAVIOURS

- A professional approach towards communication and personal presentation
- Effective verbal and written communication skills
- Understanding of quality management systems employed in an engineering practice