

POSITION DESCRIPTION

Position Title	Design Engineer
Reporting To	Engineering Manager
Location	Dannevirke

Purpose

Working within the Tararua Alliance, a partnership between Tararua District Council and Downer, the Design & Engineering Technician works to support the planning, design, and delivery of Civil Infrastructure projects.

The Design & Engineering Technicians primary duties include;

- Contributing to Scope development of civil infrastructure projects.
- The draughting of Project Drawings.
- The development of schedules of quantities.
- The development of the quality plan
- Liaison with relevant stakeholders, subcontractors and consultants during the development, design and delivery of works.

Other duties may include;

- Onsite testing support as required through all stages of projects.
- Onsite Survey support as required through all stages of projects.
- Conducting site Inspections and auditing during the construction phase to ensure works are completed to relevant specifications.
- Other relevant Design and Engineering tasks required to support the planning and delivery of Civil Infrastructure projects

Results Area	Activities	Expected Outcome
Project Development & Design	<p>Provide input and Design assistance to the Project Manager during the development of project scope and briefs.</p> <p>Participate in site investigations, survey and geotechnical investigations to support the design requirements for civil Infrastructure Projects.</p> <p>Prepare Engineering drawings to relevant engineering and safety standards and specifications.</p>	<p>You are fully aware of the expected project deliverables to enable the development of fit-for-purpose engineering drawings.</p> <p>Risks associated with various options are identified, documented and reviewed by relevant parties involved in scope development.</p> <p>Field investigations and reports are accurate, credible and follow recognised procedures and processes.</p> <p>Quality, Fit-for-purpose Project Plans/Drawings are developed in a timely manner.</p>

	Develop accurate schedule of quantities for use in civil infrastructure projects.	Schedules of Quantities are developed to enable the development of accurate Target-Cost-Estimates.
Quality & Management	Develop and maintain quality assurance documentation in line with the Downer Standard processes and project requirements.	Compliance with internal documentation and external documentation. Projects are delivered to plan and specification.
Time management	Plan and complete tasks in a timely manner. Identify and communicate risks which may impact programme delivery	Task are undertaken in manner which supports the overall delivery of a projects programme. Realistic programmes are established. Risks which may impact programme delivery are identified and communicated to relevant stakeholders early.
Relationship management	Develop and maintain good working relationships with peers and stakeholders. Develop and maintain good working relationships with crews, actively fostering a “Leading through Collaboration” and “Best for Network” approach.	Positive working relationship are developed with peers and stakeholders. Communication with peers and management is courteous and professional.
Professional Development	Build knowledge of related fields to advance yourself. Identify any additional training that you consider will improve performance. Attend Training courses, seminars or conferences when required.	Continual improvement of technical ability to ensure a first class delivery of product. Improve the capability of the Tararua Alliance
Zero Harm	Support, implement and adhere to H&S policies and procedures. Support a culture that supports and maintains zero harm, environmental and sustainability practice and management. Promote a safe and environmentally sound working environment and a culture of safe and responsible behaviours and attitudes, ensuring safety. Contribute to the identification and minimisation of business risks and compliance issues.	Zero Harm policies and practices are complied with under H&S policy, the Zero Harm Policy and other related policy and initiatives to keep yourself and others safe at Downer in the workplace. All activities are completed in a safe manner at all times to avoid personal injury to self and others. Accidents and near misses reported. All risks effectively managed and no outstanding compliance issues. There are no preventable work-related injuries and/or incidents.

		<p>Appropriate PPE gear is worn at all times within the workplace.</p> <p>All practicable steps are taken to ensure own safety and safety of others (including members of the public) at all times.</p>
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Relationships

The following functional relationships will exist and require clear lines of communication and high degree of customer service.

- Project Manager/s
- Supervisors
- Design Team
- Field Staff
- Alliance Management Team
- Other Technical Services Staff
- Consultants
- Sub-Contractors
- External Clients

Qualifications and Experience

- Diploma in Civil Engineering (preferred) or other relevant Civil Engineering related qualifications.
- Experience in Road Design software.
- Understanding of AUSTRoads design standards.

Delegations

Delegations are as defined in the Company's Standard Procedures Manual.