

# JOB ROLE STATEMENT SENIOR CIVIL ENGINEER BUNBURY



## KEY RESPONSIBILITIES

- Designs and manages the construction of various civil, road and drainage projects.

## KEY DELIVERIES

### Supervision and Management

- Assists in the coordination Civil Group resources to meet agreed plans, budgets and performance levels.
- Establishes and leads project teams.
- Prepare job proposals, including identification of resources to meet agreed programmes budgets and performance levels, for review and signing by the Group Manager.
- Executes projects utilising the WML Consultants Quality Management System, and in special cases a Quality Management System specified by the Client.
- Directs drafting staff and checks their work for compliance.

### Design

- Prepares engineering designs for various civil, road and drainage projects in accordance with the relevant Australian and Western Australian standards and codes of practice
- Undertakes research, training and development to improve or maintain skills in one or more related fields such as geometric road and intersection design, transportation planning, traffic analysis, drainage design, waterways design, geotechnical investigation and design including location and testing of natural materials, pavement design and seal design
- Undertakes to research and include innovation in design solutions where appropriate.
- Prepares engineering reports and contract documentation.
- Consults approving authorities and agencies, and complies with mandatory requirements.
- Carries out design checks on own work and the work of others.

### Project Management

- Manages the scoping, project development, design, delivery and review of projects, and management of assigned projects
- Contributes to the development, maintenance and improvement of project management processes and systems within the Company

### Contract Management

- Prepares contract documentation and manages the contract tendering process
- Manages contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality
- Reviews and report on the performance of both contracts and contractors
- Manages contract payments, claims and variations
- Undertakes contract management duties as appointed
- Contributes to the development, maintenance and improvement of contract management processes and systems within the Company

### External Relationships

- Represents the Company with honesty and integrity
- Consults and corresponds with Clients for job management purposes
- Responds promptly to Client requests

## REPORTING RELATIONSHIPS

This position reports to: **CIVIL TECHNICAL LEAD**

## LOCATION

WML Consultants (Bunbury).

## POSITIONS UNDER DIRECT SUPERVISION

None, however, co-ordination of drafting and other engineering staff will also be required from time to time.

## SELECTION CRITERIA

- A Bachelor of Engineering Degree in Civil Engineering, or a demonstrated equivalent level of skill, knowledge and experience;
- Minimum of 10 years' engineering experience (Grad +10 years and greater);
- Demonstrated comprehensive skill, knowledge and experience of the following:
  - civil, road and drainage design;
  - civil, road and drainage construction;
  - civil road and drainage maintenance;
  - project management of civil, road, drainage, water supply, sewerage or coastal engineering projects;
  - contract administration of civil, road, drainage, water supply, sewerage or coastal engineering projects.
- Knowledge of policies and practices relating to Occupational Safety and Health on construction projects is preferred but not essential.

## HSE RESPONSIBILITIES

Employee is responsible and accountable for:

- Taking responsibility for their own safety and health.
- Ensuring that they do not adversely affect the safety and health of any other person in the workplace through any act or omission.
- Complying with the companies HSE policies, procedures and associated requirements.
- Comply with all reasonable instructions.
- Wearing and using personal protective clothing/equipment as instructed.
- Maintaining and caring for personal protective clothing/equipment provided for their safety and health.
- Reporting all personal injuries, incidents, including near misses, unsafe acts and environmental impacts.
- Correcting hazards and environmental impacts and reporting them to their supervisor.
- Cooperating with management on matters related to HSE.
- Actively involving themselves in all HSE programs and activities

## CONDITIONS OF EMPLOYMENT

Refer to the employee's individual contract (separate document), specifying the employment conditions.

## WORKING CONDITIONS

The Employee must be able to comply with the following working conditions for the Position:

- Must be able to comply with existing working conditions with office specification;
  - Must be willing to comply with Police Clearance;
  - Must be able to read and understand English clearly as part of our Literacy and Language procedure;
  - Must be willing to be subjected to work place assessments regarding work stations set-up requirements;
  - Must be hold a current driver's license for the position required;
  - Must meet Physical Requirements for the position.
- **Physical Demands**  
The employee may be called upon to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The employee may also have to do some light lifting of supplies and materials from time to time. When engaged in field work, the job may be physically strenuous and demanding. The employee will be lifting, pulling, and managing equipment and tools. The employee may have to work in all weather, and must be prepared for both extreme heat and cold. The employee must ensure that all activities are completed in a safe and efficient way.
- **Environmental Conditions**  
The employee may be called upon to work outside in all different weather conditions including extreme heat and cold. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection. When performing office-based work, the employee may have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of co-workers, clients, and contractors. The employee may find the environment to be busy and will need excellent organizational and time and stress management skills to complete the required tasks.

## CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position. These requirements will change from time to time and this Job Statement will be updated in consultation with the employee that fills this position.

## EMPLOYEE ACKNOWLEDGEMENT

I \_\_\_\_\_ have carefully read and understood my Job Role Statement as provided by the WML Consultants, furthermore, I agree to maintain these duties in my position according to WML Consultants Standards, Policies and Procedures.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE:**

\_\_\_\_\_  
**DATE:**

APPROVAL SECTION (OFFICE USE ONLY)			
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>SIGNATURE:</b>			
<b>APPROVED BY:</b>		<b>DATE:</b>	
<b>SIGNATURE:</b>			