

JOB ROLE STATEMENT SENIOR GEOTECHNICAL ENGINEER BUNBURY



KEY RESPONSIBILITIES

- Manages the investigation and design of various geotechnical and pavement projects.
- Assists in the business development for the company and for the Geotechnical Section.

KEY DELIVERIES

Supervision and Management

- Assists with managing and mentoring the Bunbury Office Geotechnical Section resources to meet agreed plans, budgets and performance levels.
- Establishes and leads project teams.
- Executes projects utilising the WML Consultants Integrated Management System, and in special cases a Quality Management System specified by the Client.
- Directs Geotechnical Staff and checks their work for compliance.

Investigation and Design

- Prepares proposals.
- Prepares geological models for projects to aid in the investigation and interpretation of various project elements and to aid in the search for and proving of natural and quarried building materials and water for construction.
- Designs and undertakes geotechnical investigations.
- undertakes geotechnical design to relevant Australian standards.
- Reviews the work of others.
- Undertakes research to include innovation in design solutions where appropriate.
- Prepares engineering reports and contract documentation to Australian standards.
- Consults approving authorities and agencies, and complies with mandatory requirements.

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 reports 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 and marketing purposes.
- Consults and corresponds with potential Clients for business development purposes.
- Responds promptly to Client requests.

REPORTING RELATIONSHIPS

This position reports to: **GEOTECHNICAL LEAD**

LOCATION

WML Consultants (Bunbury).

POSITIONS UNDER DIRECT SUPERVISION

Members of the Geotechnical Section in the Bunbury office including Engineers, Graduates and Technicians.

SELECTION CRITERIA

- Bachelor's degree in Civil Engineering, Geology or Engineering Geology.
- 10+ years of relevant professional experience in the field of engineering geology associated with infrastructure projects.
- Post Grad, Masters or PhD in a relevant Geotechnical field (Highly Desirable)
- Chartered Status or be working towards (Highly Desirable)
- Expertise in mining tailing dam and infrastructure design and investigations
- Investigation and design for roads, pipelines, buildings, housing, ports and infrastructure
- Bridge foundation investigation and design
- Knowledge of Main Roads Standards and experience on Main Roads projects (highly desirable)
- Experience in managing teams of engineers
- Business development skills
- Ability to operate independently.
- Good communication skills.
- Strong analysis and reporting skills.
- Good computer and technology management skills.
- Adequate fitness for tasks required.
- Current manual driver's license.
- Knowledge of policies and practices relating to Occupational Safety and Health on construction projects is preferred but not essential.
- Australian citizen or permanent resident.

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 Company's HSE policies, procedures, and associated requirements.
- Complying 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.

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.
- 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 this duties in my position according to WML Consultants Standards, Policies and Procedures.

EMPLOYEE SIGNATURE:

DATE:

| APPROVAL SECTION (OFFICE USE ONLY) | | | |
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| REVIEWED BY: | | DATE: | |
| SIGNATURE: | | | |

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