CIVIL ENGINEER
Position Description

OPUS QANTEC McWILLIAM

3, 200 Creek Street, QLD 4000
PO Box 99, Spring Hill QLD 4004

Our Vision
The company vision is to be recognised nationally and internationally as a leading provider of asset-related consultancy services.

Our Mission
The company mission is to work in partnership with a widening range of clients, helping them to visualise and achieve their goals, delighting them with innovative solutions of quality and value.

Our Values
Strong client relationships
Excellent service delivery
Sharing and celebrating success
Developing our people to their full potential
Respect for & sharing of knowledge
Urgency through empowerment
Sharing and enjoying success

ROLE OVERVIEW

Company: Opus Qantec McWilliam Pty Ltd
Department: Civil
Job Title: Civil Engineer, Full-time
Reports to: Senior Civil Engineer
Location: Tweed Heads

ROLE OBJECTIVE

As a Civil Engineer the main objective is to develop conceptual and design solutions for Civil Engineering projects using analytical techniques. Projects will be a variety of bulk earthworks, road works, stormwater drainage, sewer and water reticulation, sediment and erosion control and other miscellaneous civil works. Designs should aim to meet the satisfaction of clients or intermediaries, including technical guidelines and Council requirements. Project management heavily comes into play as well as the need to lead subordinate Engineers, Designers and Drafters. Relatively, there is a need to work closely with in-house Engineers, Designers, Drafters and external sources to finalize the designs.
 REGIONAL STRUCTURE

 ROLE FIT

 Branch Manager
 Martin Findlater

 Intermediate-Senior Engineers

 Civil Designers

 Civil Drafters

 Opus Qantec McWilliamPD - CIVIL - Intermediate-Senior Engineer - Tweed Heads.doc
 consulting engineers Appendix
DUTIES AND RESPONSIBILITIES

• Work in a team with in-house Civil Managers, Engineers, Designers, and Drafters to produce the concept, detailed design and documentation of civil projects.
• Provide advice on design issues related to technical guidelines.
• Develop design solutions using analytical techniques.
• Ensure designs are accurate and adhere to Australian and Council Standards.
• Liaise with Councils, other contractors and third parties to achieve uniformity of work.
• Keep fellow team members and project managers informed of workload and deadlines.
• Inspect or visit sites to ensure quality of work.
• Produce quality reports when relevant such as site inspection reports.
• Learn and develop engineering skills.
• Keep track of the financial performance of allocated work.
• Archive project work, incoming information and outgoing information.
• Attend and participate in meetings and training as requested.
• Record work hours using the Time Sheet.
• Assist with additional duties as requested.

KEY RELATIONSHIPS

Strong internal relationships are to be maintained with the branch manager and all team members. External relationships with clients and intermediaries are to be maintained to a professional standard.

EXPERIENCE AND KNOWLEDGE

• Working knowledge of Australian and Council standards regarding civil designs.
• Experience as an engineering consultant.
• Working knowledge associated with the design of earthworks, roads, storm-water and services associated with building sites and subdivisions.
• Knowledge of road transport infrastructure design standards, policies, and construction specifications is beneficial.
KEY SELECTION CRITERIA

Essential Skills and Qualifications

- Strong problem-solving skills.
- Strong mathematical abilities.
- Excellent time management skills in order to handle competing deadlines.
- A high level of autonomy and self-efficiency with attention to detail.
- The ability to be a team-player.
- Effective oral and written communication.
- The will to learn and continuously develop skills and knowledge.
- Intermediate use of general computer programs such as the MS Suite, and Outlook.
- A relevant qualification (e.g., Bachelor of Civil Engineering).
- The ability to develop design solutions in accordance with Council Standards.

Essential Skills and Qualifications

- RPEQ.

Refer to Appendix A: Key Performance Indicators.
## Appendix A: Key Performance Indicators

### Key Results Areas

| Technical Abilities | - Time taken to produce engineering solutions and designs, and to make changes.  
|                     | - Quality of designs and drawings.  
|                     | - Repeat business and referrals.  
|                     | - Profitability of projects, and adherence to budgets.  
|                     | - Expressed client satisfaction and feedback.  
| Team-player attributes | - Ability to express concern, suggestions, and ask appropriate questions.  
|                     | - Ability to act upon the advice given.  
|                     | - Ability to learn from past errors.  
|                     | - Level of professionalism when communicating with fellow employees.  
| Maintenance of work-load | - Average workload.  
|                     | - Willingness to perform additional tasks as delegated or requested.  
| Reporting abilities | - Ability to report to and seek assistance from reporting figures regarding technical solutions.  

### External Communication

| Communicating with outside sources to assist with the finalization of drawings | - Spelling, grammar, and clarity of communication.  
|                                                                             | - Accuracy of archived information.  
|                                                                             | - Level of organization for project-related information.  
|                                                                             | - Speed of problem solving abilities.  

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<tr>
<th>LEARNING AND DEVELOPMENT</th>
<th>GENERAL</th>
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<tr>
<td>Commitment to development.</td>
<td>Adherence to policies and procedures.</td>
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<td>- Willingness to participate in seminars,</td>
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<td>training sessions, or performance reviews.</td>
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<td>- Willingness to join professional memberships</td>
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<td>and to utilize resources.</td>
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<td>Maintain an accurate record of time.</td>
<td>- Level at which conduct is in line with</td>
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<td></td>
<td>company ethics, policies, and procedures.</td>
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<td></td>
<td>- Accuracy of Timesheet data.</td>
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