# Position Description – POSITION/ROLE OVERVIEW

## THE ROLE

### Key Objectives

The key objectives of this role:

- Manage the contract tender processes for civil construction projects, including tender assessment and recommendations to clients.
- Manage, oversee and monitor contractor activities to ensure work undertaken meets design specifications and quality requirements, OH&S and environmental obligations and is completed within the programmed project deadlines.
- Maintain effective working relationships with authorities to ensure project outcomes meet authority expectations.
- Maintain effective working relationships with Clients to ensure they are kept informed of the progress of projects, potential delays and critical issues that may impact costs.
- Participate in and contribute to, the ongoing improvement of the civil unit’s professional services and systems.
- Maintain TGM’s professional standards, meeting company objectives in relation to budget targets, service quality, company reputation, QA, OH&S and environmental standards.

### Reporting to

Manager – Civil Engineering/Construction Manager

### Role/Task & Responsibilities

The primary responsibility is to act as the Client Representative, providing day to day site inspections, auditing and coordination of assigned civil construction projects, including (but not limited to):

- Manage the contract tender process, including assessment of tenders and the preparation of contractor recommendations to clients.
- Prepare and/or review Bill of Quantities and prepare tender documentation.
- Finalise contractor appointments on behalf of clients and program works to ensure timely commencement and completion of projects.
- Inspect works to ensure that they are constructed in accordance with the engineering designs, contract specifications and authority requirements.
- Monitor the progress of construction works and advise clients of compliance, or otherwise, against project requirements.
- Resolve design issues that may occur on-site, seeking guidance from the relevant Design Engineer when necessary.
- Co-ordinate and attend project meetings, maintain meeting records and agreed actions, and follow through to ensure actions are completed.
- Provide regular project updates to the client in relation to progress and construction issues that may impact on project compliance or cause delays.
- Monitor the effectiveness of the contractor in the delivery of the project, and where required, issue works instructions to contractors during construction.
- Regularly attend site to oversee (and witness) inspections and testing regimes.
- Liaise with relevant authorities that have jurisdiction over projects and ensure project compliance with authority expectations and complete documentation (permits, authorisations etc) as required.
- Review and advise the client in relation to “claims for payment” and/or “variation claims”, and verify claims by contractors prior to client authorising payment.
- Regularly communicate with the client and respond to requests for information.
- Manage the processes of the Defects Liability Period and the issue of Statement of Compliance as appropriate.
- Regularly assess and record contractor performance and project competencies.
- Ensure TGM’s professional standards are maintained and company objectives in relation to budget targets, service quality, company reputation, OH&S and environmental standards are met and take responsibility for compliance with external and internal standards.
- Maintain appropriate professional relationships and networks within the industry to ensure TGM retains a high level of respect and regard.
- Perform all work in a manner that is safe and without risk to themselves or other team members.

### Authority

- Decision making
- Delegation powers

As directed by the Manager – Civil Engineering/Construction Manager, this position has the authority to take any reasonable action that is consistent with the responsibilities of the position and required to ensure safe and efficient delivery of work, subject to any limitations imposed by management and/or company policies and procedures.

### Key Measures

Key areas that the incumbent’s performance will be assessed against.

The Manager – Civil Engineering/Construction Manager may apply KPI’s or other performance measures to the objectives implicit in the role. These KPI’s may be in relation to (but not limited to) items such as:

- Achieve a budgeted ‘Target Utilisation Rate’ as agreed.
- Deliver projects in a timely manner within budget and achieve high levels of client satisfaction.
- Compliance with relevant legislation, codes, industry standards and TGM Quality, OH&S, Environmental, Corporate, Financial and Human Resources management systems.

Initials: Date: 5/07/17
## Civil Construction Engineer

### THE INCUMBENT

#### ATTRIBUTES

**Type of person**
The key attributes necessary to successfully fulfill the objectives and responsibilities of this role.

Key attributes required for this role include:

- A commitment to high quality product and service delivery, with a critical eye for detail and accuracy and determined approach to work.
- Exceptional customer service and communication skills with a professional approach to maintaining contractor, authority and client relationships.
- Exceptional problem solving and negotiation skills.
- Highly flexible with the ability to work independently or within a team environment.
- Self-motivated with the ability to work within multiple project teams with competing demands/priorities, to ensure satisfactory completion of projects.
- The ability to manage priorities in a changing environment, with an emphasis on meeting client requirements within defined timeframes and budgets.
- The ability to understand the importance of regularly monitoring the progress and financial status of projects.
- Establish and maintain rapport with relevant stakeholders including clients, authorities, contractors, other professional consultants and the general public.
- Willingness to travel and work in different locations when required.
- A commitment to ongoing professional development (both personally and for the team).

### EXPERIENCE (Guide only)

At least 3 to 5 years industry experience in a similar role preferred.

### SKILLS & COMPETENCIES

**Professional & technical skills & competencies**
The specific skills sets & competencies the incumbent needs to be successful in this role.

**Operational** – The ability to manage own day-to-day activities in line with the Manager – Civil Engineering/Construction Manager’s directions, and able to demonstrate:

- Advanced construction experience in Land or Infrastructure development (including areas such as roads, drainage, sewer and water).
- Solid experience in civil construction contract management.
- Extensive understanding of AS-2124 (General Conditions of Contract).
- Extensive knowledge of civil construction practices, processes and protocols.
- Experience with calculating Bill of Quantities, tender document preparation, tender assessments and recommendations.
- Demonstrated experience with relevant authorities and civil contractors.
- Extensive knowledge of approvals processes required by all authorities/stakeholders prior to and during work on civil construction sites.
- Ability to resolve design and contractual conflicts and satisfactorily negotiate appropriate outcomes.
- Knowledge/exposure to civil engineering design software such as 12D, AutoCAD, Drains or PC Drains.
- Experience in, or knowledge of asset recording processes would be an advantage.
- Experience with, and a clear understanding of Quality, OH&S and Environmental management systems.

### ACADEMIC

Qualifications required or preferred.

A relevant degree or diploma qualification.

### OTHER REQUIREMENTS

Extensive experience within an engineering consultancy.

Personal presentation is of a high professional standard.

Willingness to travel to different locations if required.

A valid Australian driver’s license.

Ability to legally work within Australia.

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**Employee’s Signature**

**Date**

**Manager’s Signature**

**Date**