



JOB DESCRIPTION

Position:	Highway Design Engineer	
Department:	Civil & Road Design Engineering	
Location of position:	Suva	
Reporting to:	Highway Design Manager	
Delegated Authority:	\$5000.00	
Functional relationships:	<u>Internal</u> FRA Board All FRA Staff	<u>External</u> Ministry of Transport, Local Government, Town & Country Planning, Lands Dept, LTA, Rural & Maritime, Developing Bank Partners, Utilities Supplier, Consultants.

Objective

The position is responsible for preparation and supervision of civil engineering designs and investigations across a broad range of civil infrastructure projects. It will include the management of internal design projects, management of external consultants and preparation of the principals' requirements for the procurement of construction projects.

Key Duties and Responsibilities

- Scope, investigate, define and prepare project plans for civil designs and investigations projects
- Preparation of civil design drawings, specifications, risk matrices and cost estimates for a range of civil design projects
- Prepare consultant briefs, topographical survey brief, geotechnical investigation brief, design criteria report for designs and investigations projects;
- Engage and manage multi-disciplinary consultant teams to achieve design objectives within budget expectations.
- Develop a Work Program using Microsoft Project for each assigned projects
- Proficiency use of AUTOCAD, CIVIL 3D, InfraWorks
- Possess ability to analyze road designs, swept paths, technical review of planning development applications using CIVIL 3D
- Possess ability to work independently with minimum supervision required
- Effectively provide solutions on design/construction issues to Highway Design Manager
- Monitor project plans to ensure objectives are being satisfied and provide timely advice to the Manager on any anticipated delays affecting project commitments.
- Review all design documentation prepared and ensure that it is correct to a high degree of accuracy, suitable for construction and in accordance with all relevant standards.
- Undertake technical investigations and prepare reports on a range of civil engineering design projects.
- Investigate, document and prepare applications for statutory approvals;
- Undertake Civil engineering designs in accordance with FRA approved design standards;
- Preparing tender documents, assess tenders and prepare evaluation reports as required;
- Assist in the preparation of draft reports for the FRA Board on design and investigation projects;
- Effectively liaise with Public Utilities and other Authorities, user groups and FRA staff regarding engineering matters.
- Undertake inspections of construction works to provide advice on design modifications

- Provide assistance to other FRA staff as required to achieve an effective team.
- Undertake post construction reviews and recommend areas of improvement.
- Ensure speedy and courteous responses to all enquiries from the general public, other Departments and Authorities dealing with FRA.
- Develop and maintain knowledge of standards policies, current best practice and challenges in Civil Engineering design;
- Co-operate with FRA to enable compliance with any reasonable request relating to OHS.
- Other duties as may be required by the Highway Design Manager or Head of Planning and Design.

Common Accountabilities

Compliance

Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law

Ensure that all actions are within such powers as may have been delegated by the Authority

Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make

Full compliance with the adopted risk management framework within the Officer's area of responsibilities

Ensuring compliance with necessary standards (e.g FRA, Austroads, VicRoads, NZTA, MOTSAM), and codes in the design and implementation of civil projects.

Organisational Performance

Promptly furnish, complete and accurate financial and non-performance results (against such of the performance targets listed in the Asset Management Plan and Corporate Plan and any other performance criteria within the assigned area of responsibility) throughout the year and for the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.

General Management

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option

In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity

Protection of the Authority's intellectual property rights

Protection of the Authority's reputation

Good public relations

Others

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan

Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities annually, following submission of the Annual Report to the Minister.

The Highway Design Manager will appraise the Highway Design Engineer and this will be reviewed by the Head of Design and Procurement.

Position Specifications

- Bachelor's degree in Civil Engineering or equivalent;
- Minimum 5 years' experience in Civil engineering design and/ or construction;
- Experience in Civil Engineering design using AUTOCAD, CIVIL 3D, InfraWorks and other related software;
- Project management experience;
- Experience in applying relevant legislative, statutory and industry standards in relation to civil engineering design.
- Experience investigating, analyzing and resolving design problems.
- Work under supervision on a range of design projects;
- High productivity and efficiency;
- Ability to manage priorities;
- Enthusiastic team player;
- Sound interpersonal skills;
- Ability to present accurate, concise and timely reports on relevant matters.
- Excellent English communication skills (written and oral)
- Possess a result driven value for money focus
- Valid group 2 driver's license.

This job description has been approved by:

Name	
Designation	
Signature	
Date	