

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Professional Structural Engineer
<b>DEPARTMENT:</b>	Structural
<b>RESPONSIBLE TO:</b>	Department Manager & Office Manager
<b>BASED AT:</b>	<b>Johannesburg (No relocations will be considered)</b>

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## PRIMARY POSITION PURPOSE

This position is responsible for providing professional services on projects within the department and for providing assistance to the Finance Manager, Department Manager, Office Manager and Professionals/Consultants in the successful delivery of multidisciplinary projects.

## JOB PROFILE MINIMUM REQUIREMENTS

### RECOMMENDED QUALIFICATIONS, SKILLS AND EXPERIENCE

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- Bachelor of Engineering degree from accredited university
  - Relevant Professional Registration
  - Minimum 10 years of professional experience
  - Minimum 2-3 years post professional registration
  - Ability to effectively write reports
  - Professional delivery and appearance to ensure BERGSTAN image is maintained
  - Courteous and business orientated manners when communicating with stakeholders to foster and promote good working relations
  - Co-operative and flexible work style to work in a team environment
  - Project financial knowledge, budgeting, forecasting and invoicing
  - Excellent communication skills
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## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

### **JOB DESCRIPTION**

The engineer is required but not limited to the following activities:

- Conceptual and detailed design development on multiple complex projects
- Ability to provide efficient structural engineering solutions to meet project requirements
- Strong emphasis on structural engineering detailed design with a firm grasp on the latest and most relevant structural engineering design software, and using first principle hand calculations to check results
- Assist with budgets, resourcing and outsourcing of work within the department
- Develop increased design ability and quality
- Draft technical reports of acceptable technical and presentational quality
- Provide technical solutions and develop appreciation of outcomes
- Able to check and take responsibility for the work of others
- Able to present / represent their technical work as well as present service offering to potential clients.
- Able to draft responses to straightforward bids (assistance sought with commercial aspects)
- Develop knowledge of the commercial aspects of project management
- Able to assign work to others
- Successful in identifying and following through on leads associated with additional work prospects on the projects they are involved with
- Develop understanding of Functional Unit technologies and markets
- Niche technical building design expertise,
- Ability to supervise Engineers or Technicians in undertaking checks and inspections of constructed works for compliance with design and specifications, including monitoring and proposing remedial actions
- Quality assurance throughout the project life cycle
- Assist management staff
- Manage sub-consultants
- Communicate with the client on general matters
- Work on multiple projects/contracts at the same time
- Draft and implement Works Authorisations/ Variation Orders with the approval of line manager
- Coordinate tasks and staff
- Provide support for the verification of subconsultants invoices
- Provide support in the drafting and submitting of work authorisations
- Provide technical support to other departments
- Develop and maintain existing client relationships and maintain good client satisfaction
- Assist in the financials and financial management/planning of projects
- Do forecasting and revenue recognition
- Assist in marketing and development approach in developing work or being aware of what projects are likely to come up from clients- generate repeat business
- Assist in winning and delivering projects and new work for the department
- Ensure projects are completed on time and on budget
- Mentoring graduates
- Work allocation to the team members and ensuring effective utilisation of team members
- Managing all or sections of projects
- Submission of EOIs, RFQ's, tenders and Proposals for the department and to provide input into large infrastructure projects as required
- Indirectly responsible for controlling specific project budgets