

JOB DESCRIPTION

JOB TITLE: Senior Civil Engineer

POSITION CODE:

NAME OF JOB HOLDER:

DEPARTMENT: Civils

RESPONSIBLE TO: Department Manager

POSITION REPORTING TO YOU: Project leaders, technicians, technologists and engineers

BASED AT: Johannesburg

JOB PROFILE MINIMUM REQUIREMENTS

QUALIFICATIONS: Degree of Bachelor of Science in Engineering Civil Engineering, NQF Level 7: Labour Based Construction

WORK EXPERIENCE: •15 Years' experience in design, site supervision and contract documentation of various civil engineering projects. Professional Registration with ECSA.
3 Years' experience with project management of Expanded Public Works type projects.

JOB SKILLS SUMMARY

Performs technical tasks normally in engineering/scientific/production fields. His/Her field of professional expertise includes the planning design and contract administration of roads, sewerage systems, water systems, and stormwater systems. Proficient in Civil 3D. Good knowledge of Municipal infrastructural civil designs.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

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The Senior Civil Engineer is required but not limited to the following activities:

- Project Leader/Senior Design Engineer
- Assist clients with project inception and project costing
- Investigate alternative solutions to problems
- Compile or review technical reports
- Compilation of project reports and data collection
- Manage project staff with draughting, design and detailing
- Maintain ISO 9001 quality assurance standards
- Perform civil designs where required & complex civil designs in particular
- Review all the project designs and drawings
- Assist as reviewer with design reviews of other projects
- Initiate project design reviews
- Prepare manhour budgets and control project finances
- Initiate Client Surveys and request client reference letters
- Archive project to current requirements
- Compile project sheets
- Project management
- The preparation of contract documentation, and technical specifications (including performance and acceptance criteria)
- Monitoring and administration of contracts for construction work.
- Take an active role in the procurement of new work and marketing, client engagement and identification of future project opportunities
- Tendering
- Mentor, coach and train technicians, technologists and engineers
- Assist with managing of staffing resources within the Division.
- Assist with overseeing division's training needs.
- Required to perform any other duties which may be required from time to time by the Department manager or Managing director