

Position Description

Position Summary:	
Position Title	Project Engineer
Function	Operations
Location	Blenheim
Reports to	Operations Manager
No. direct reports	0
This PD was last reviewed by:	HR Manager January 2025

Purpose:

Oversee and coordinate all aspects of assigned projects, ensuring adherence to project specifications, timelines and quality standards. Ensuring the timely and cost-efficient completion of the Company project plans, in accordance with Company policies and operating procedures and NZ Legislations.

Expertise	Essential	Desirable
Experience/ Knowledge		
<ul style="list-style-type: none"> Bachelor's degree in Civil Engineering or a related field Experience in civil construction project engineering (2-3 years) Exposure to financials and month end claims Proficiency in project management software and tools Experience with GPS, NDM machines and XRF guns 	X X X	X X
Qualifications		
<ul style="list-style-type: none"> Bachelor's in civil engineering, or equivalent. 	X	
Skills / Abilities		
<ul style="list-style-type: none"> Excellent problem solving and decision-making skills Effective time management skills Effective communication and interpersonal abilities, with the capacity to build and maintain professional relationships Attention to detail and a commitment to delivering high quality work Ability to self-manage. A highly motivated and autonomous individual 	X X X X X	

Decision Making Authority & Mandatory Obligations

Decision Making	<ul style="list-style-type: none"> Act in accordance with any delegations for this role
Ethics & Compliance	<ul style="list-style-type: none"> Acknowledge, understand and comply with the Code of Conduct and comply with all Company Policies and Procedures
Operations	<ul style="list-style-type: none"> Interpreting plans or organising for plans to be drawn that meet building code regulations and client specifications. Provide technical expertise and guidance to project teams, addressing any engineering challenges that may arise. Maintain accurate project documentation, including reports, records and correspondence. Ensure compliance with relevant regulatory requirements and industry standards. Undertaking civil works onsite. Supervising contractors or employees to ensure safety standards are maintained and works remain on schedule.

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	<ul style="list-style-type: none"> • Develop successful client rapport and relationships • Monitor project progress, identify potential issues or delays and implement corrective measures as required • Prepare and review engineering designs, drawings and specifications • Provide technical expertise and guidance to project teams, addressing any engineering challenges that may arise • Liaise with clients, contractors, and stakeholders to maintain effective communication and resolve any project related queries • Complete projects on budget, on time and high-quality • Completes the necessary paperwork including timesheets • Plans and organizes the job, ensuring that sufficient resources and materials are available. Also ensures that job is completed in the most time-efficient manner. • Ensures the site is always left clear and tidy at the end of each day, or when a project is finished. • On occasions, the employee may be required to fulfil tasks outside their job description due to unforeseen circumstances. 	
Health & Safety Accountabilities	<ul style="list-style-type: none"> • Take reasonable care for your own personal health and safety • Take reasonable care that your actions, or lack of action, do not adversely affect the health and safety of other persons. • Comply with all national, legal and all other stakeholder’s regulation, procedures and expectations. This includes CMT Group’s Code of Conduct. • To stop work, or stop another from working, if they feel that work is unsafe. • Reports on safety near misses and incidents that occur within the yard and where required investigates and support improvement of safety performance. • Always wears florescent clothing when working on site. • The employee must wear correct PPE / Uniform required for their job description • The employee must either attend a weekly toolbox meeting or read and sign the toolbox circulated around the office and record in SHE. 	
Values	<ul style="list-style-type: none"> • Lead by example and live the CMT Group’s values. (refer to annexure 1) 	
Risk Management	<ul style="list-style-type: none"> • Promote the use of risk-based thinking and ensure risk management practices are utilised. 	
Leadership and Culture	<ul style="list-style-type: none"> • Through personal example, create and sustain a high performing, positive culture across CMT Group that enables employees to achieve full individual potential through positive leadership. 	
Acknowledgement		
I acknowledge I have read and understand the requirements and expectations of this position. I will carry out the position to the very best of my ability. I accept the responsibilities of the position as outlined above.		
Employee Name:	Signature:	Date: