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## JOB DESCRIPTION

**Position:** Junior Geotechnical Engineer  
**Location:** Christchurch  
**Reporting to:** Geotechnical Manager, Christchurch

## PURPOSE

To contribute to the success of EDC in achieving its business and strategic goals by assisting the Christchurch Geotechnical Team in delivering high quality professional consulting services to clients ensuring consistent levels of satisfaction, repeat business and opportunities for new business.

## KEY TASKS

### Technical

- Undertake and supervise geotechnical investigations including hand augered exploratory holes, Scala Penetrometer testing, supervising machine dug test pits and machine drilling including CPT/DMT testing.
- Undertake and supervise slope stability analysis including if required tape and level surveys.
- Undertake and supervise geo-environmental investigations including analysis of results.
- Prepare clear concise, factual and interpretative reports, design, specifications, contracts and drawings.
- To prepare estimated fees for proposed investigations and discuss with existing and prospective clients.
- Liaise with client's design team (i.e. structural engineers, architects etc.) to provide the information they require under supervision of senior engineer.
- Undertake retaining wall designs under supervision of a senior engineer.
- Preparation of documentation packages.
- Communicate and coordinate in a professional manner with other project stakeholders, to deliver successful project documentation and outcomes to required deadlines.
- Site inspections as required.

### Business Development

- Client liaison, marketing and networking to ensure client satisfaction, repeat business and identification of new opportunities in the market.
- Liaison with geotechnical, civil and fire engineering areas of the business to provide a total service solution to clients.

### Quality

- To ensure that all work undertaken, and behaviour exhibited is in accordance with appropriate professional and technical standards and in accordance with EngNZ Code of Ethics and AS/NZS Standards.

- Ensure all work is appropriately designed, checked, published and distributed in accordance with EDC QA and IT policies.
- Maintain up to date knowledge of guidelines, technical standards, legislation and codes of practice relevant to Geotechnical Engineering practice in New Zealand.

### **General**

- Possible travel around New Zealand including visits to Auckland and Christchurch offices as required.
- Any other duties the Employer may reasonably require the Employee to perform.

### **FUNCTIONAL RELATIONSHIPS**

**Internal:** Directors, Geotechnical Director, Geotechnical Manager, Geotechnical Team Leader, other Senior Engineers including Structural and Environmental/Civil Engineers, other engineering staff within EDC.

**External:** Clients and contractors.

### **PERSONAL SPECIFICATION**

#### **Qualifications & Experience**

- A tertiary qualification in geotechnical engineering.
- Seismic experience would be advantageous.
- Good working knowledge of computers and relevant technical software, e.g. Slide, CoreGS.

#### **Skills/Knowledge**

- Hard working with good time management skills and ability to meet deadlines.
- Excellent written and oral communication skills.
- Good working knowledge of computers and relevant technical software.
- A professional manner when dealing with other consultants, clients and builders.
- Good communication with colleagues and others.
- Good personal organisation skills.
- Full clean NZ drivers' licence.

#### **Personal Attributes**

- Ability to build and maintain relationships, both internally and externally.
- Aptitude to learn new tools / software as required.
- Desire to maintain professional knowledge through up skilling and on-going training and/or development.
- Excellent inter-personal skills to collaboratively work and contribute within the team on projects with a positive and proactive attitude.
- Self-motivated with the ability to work autonomously.
- A team player with an enthusiasm to learn.