

ROLE DESCRIPTION

ROLE

Graduate Civil Engineer

ROLE PURPOSE

The Graduate Civil Engineer supports the successful delivery of civil infrastructure projects, supporting clients in the delivery of advisory, transport, land, civil and water market projects. Working across the project lifecycle, the role contributes to the planning, investigation, design, and delivery of complex engineering projects.

The role will work across all aspects of the Vitruvius business supporting transport, land development and three water markets as you progress your own career providing exposure to a broad range of projects and clients.

Unlike many larger consultancies, Vitruvius provides graduates with early responsibility, direct access to senior leaders and technical experts, and exposure to a broad range of projects and clients, helping accelerate professional growth and development.

The Graduate Civil Engineer will deliver high-quality technical outputs that meet client expectations while maintaining strong health, safety, quality, and environmental standards.

DEVELOPMENT AND GROWTH

The Graduate Civil Engineer will be supported to build technical capability, broaden project delivery experience, and progress toward Chartership by providing opportunities to:

- Develop technical expertise across various civil disciplines.
- Work across the full project lifecycle, from planning and investigation through to design and delivery.
- Gain exposure to a diverse range of projects across transport, land development, water and rail sectors.
- Participate in client meetings, workshops, field investigations and construction activities from an early stage of your career.
- Take ownership of meaningful project tasks and deliverables under the guidance of experienced engineers.
- Work directly alongside Senior Engineers, Technical Leaders and Business Leaders in a highly collaborative environment.
- Receive mentoring and coaching from experienced engineers, including seven Chartered Professional Civil and/or Water Engineers.
- Progress toward Chartered Professional Engineer (CPEng) status through structured on-the-job development, technical oversight, and practical project experience.

TEAM ENVIRONMENT

The Graduate Civil Engineer operates within a national, multidisciplinary engineering team delivering infrastructure projects across New Zealand.

The Vitruvius graduate experience is intentionally hands-on. Graduates are integrated into project teams from day one and are encouraged to contribute, ask questions, take ownership of work and learn through practical project experience.

As a smaller consultancy, Vitruvius offers a level of responsibility, project exposure and access to senior staff that is often difficult to achieve in larger organisations.

We foster a supportive and approachable team culture where learning is encouraged, questions are welcomed, and every team member is respected regardless of their level of experience.

A collaborative team culture is fostered through regular in-person events, technical engagement and work-away days, creating opportunities to build relationships, share knowledge and learn from colleagues across offices and disciplines.

MISSION, VISION & VALUES

To be successful at Vitruvius and in this role, all employees must be aligned to and embrace our mission, vision, and values so that we work as a collective towards a common purpose.

Our vision is for Vitruvius to become widely known as the most valuable group of experts in the industry. For every client to value us as an integral component of their business, enabling the fullest expression of our ability.

Our mission is to empower our team to build trusted and valued partnerships with clients who see the value in our unique relationship business ethos. We believe likeminded, quality relationships produce better outcomes for our customers and allow us to produce our best work.

Our values, what we live by!



- Committed to connection
- Believe in bravery
- Continually improving
- Strength in diversity
- Enjoy the adventure

KEY RELATIONSHIPS & ORGANISATION STRUCTURE

Line Manager:	Service Leader – Civil and Water Engineering
Responsible for:	n/a
Internal relationships:	All employees
External relationships:	Key Clients, Partnership Consultants, Service Providers, Third Party Contractors, Public

DIMENSIONS AND SCOPE

Contract Type:	Permanent full time
Location:	Tauranga
Level:	1

KPIS

- Billability target 32 billable hours per week*
- On time delivery
- Minimal errors and omissions
- Quality delivery of outputs
- Positive safety culture/no incidents

**Based on a typical full working week (no leave, public holidays, team events or training)*

KEY ACCOUNTABILITIES

1. HEALTH, SAFETY & WELLBEING

- Complete required Health, Safety and Wellbeing training and follow Vitruvius, client and project-specific safety requirements.
- Take reasonable care for personal health and safety, and for others who may be affected by your work.
- Identify and report hazards, risks, incidents, unsafe behaviours, or faulty equipment.
- Use appropriate safety equipment, tools, systems and procedures when undertaking office, site or field-based work.
- Ask questions and raise concerns where work practices or site conditions appear unsafe.
- Support a positive safety culture by being observant, proactive and willing to speak up.

2. QUALITY & IMPROVEMENT

- Follow Vitruvius quality management processes, including document control, checking, reviews and approvals.
- Prepare work carefully and seek feedback to improve the quality and consistency of outputs.
- Maintain clear records, calculations, drawings, notes and project information.
- Escalate issues, errors, uncertainty or risks to senior staff early.
- Contribute to lessons learnt and continuous improvement by asking questions and sharing observations.

3. TECHNICAL AND PROJECT DELIVERY

- Support the delivery of civil infrastructure projects under the guidance of Senior Engineers and project team members.
- Assist with engineering assessments, investigations, calculations, design inputs, drawings and technical documentation.
- Undertake site visits, field investigations and construction observations with appropriate support and guidance.
- Collect and record site information, measurements, photographs, observations and field notes.
- Complete assigned tasks in accordance with agreed scope, programme, budget and quality expectations.
- Manage time effectively and communicate progress, workload, issues and constraints to senior staff.
- Build capability in relevant design tools, modelling software, GIS systems, drafting standards and technical processes.

- Develop an understanding of relevant New Zealand standards, council requirements, legislation and industry guidance.
- Ask for guidance where scope, expectations, technical requirements or priorities are unclear.

4. RELATIONSHIP MANAGEMENT AND TEAMWORK

- Build positive working relationships with colleagues, clients, partners, contractors and other stakeholders.
- Communicate clearly, professionally and respectfully with project team members and clients.
- Participate in client meetings, workshops and site discussions where appropriate, with support from senior staff.
- Be willing to ask questions, seek feedback and learn from others.
- Contribute positively to the Tauranga team culture by being approachable, respectful, curious and accountable.
- Work collaboratively across offices and disciplines to share knowledge and support integrated project outcomes.

PERSONAL PROFILE AND SPECIFICATIONS

KNOWLEDGE, EDUCATION AND EXPERIENCE

Essential	Desirable
• Degree in Civil Engineering, Environmental or Natural Resources (Washington accord equivalent). • High level of computer literacy and experience using AI. • Project reporting and documentation. • Strong communication skills. • Working towards Chartership.	• Consultancy work experience. • 12D, Civil 3D, Revit, AutoCAD, and ArcGIS experience. • Understanding of NZ based standards, guidance and relevant legislation.

ATTRIBUTES AND BEHAVIOURAL COMPETENCE

Essential	Desirable
• High level of integrity. • Looking for strong professional development. • Able to speak up when it matters. • Able to ask for help. • Able to manage pressure in work environments. • Self-motivated and self-directed.	• Leadership position experience. • Able to adapt and respond to change.