

Position Description

Vacancy Title: **Civil Engineer**

Location: **Suva**

Reports To: **None**

Objective

The Civil Engineer will plan, design, and oversee the construction of infrastructure projects such as roads, bridges, sewer systems, and utilities in land development projects. Responsibilities include closely working in collaboration with developers, government agencies, and other stakeholders to ensure that the project meets all regulatory requirements, is safe, and is environmentally sustainable. The incumbent plays a crucial role in managing costs, timelines, and resources to ensure the successful completion of the project. Responsibility includes to create functional, efficient, and aesthetically pleasing development that enhance the community and meet the needs of its residents

Outcomes

Organisational Stakeholders

1. Efficient Work Practices

- Monitoring the implementation, construction supervision, contract and project management of the Land Services projects responsibly;
- Construction activities managed on the land to ensure that the project is completed on time and within the budget;
- Site investigation and surveys to assess the land and its suitability for development conducted;
- Infrastructure projects, such as roads, bridges, and drainage systems designed and planned;
- Projects complied with local regulation and codes ensured;
- Coordination with other professionals, such as architects, surveyors and contractors, to ensure the projects are completed on time and within budget ensured;
- Construction activities monitored and work carried out accordingly to the design plans ensured;
- Contractors, sub-contractors, specialist suppliers, Board project personnel and staff for the daily effective operations of the project managed;
- Inspections and quality control checks to ensure that projects meet safety and quality standards conducted;
- Project budgets managed and schedules ensured;
- Technical expertise provided and advice to clients and stakeholders ensured;
- Environmental impact assessments conducted and projects are environmentally sustainable ensured;
- Keep up to date with the latest developments in land development and civil engineering technology ensured.

2. Legal Compliance

- Compliance with local regulations, codes, and standards related to land use and development ensured;
- Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Board's development objectives as per Strategic Corporate Plan;
- The environmental impact of the development on the land and implementing measures to mitigate any negative effects monitored and evaluated;
- Work in collaboration with architects, contractors, and other professionals to ensure that the land is developed in a safe and sustainable manner;
- TLTB represented and guide/assist legal team guided/ assisted on legal cases and evidence as an expert witness presented.

3. Leadership & Management

- Development, coaching and mentoring of staff;
- Allocation of resources is reviewed and coordinated.

4. Continuous Learning

- Continuous learning and development of own skills and knowledge base is ensured;
- Estate officers who can be working towards getting civil works exposure trained and supervised.

5. Technical Knowledge

- All aspects of land development projects, including site planning, grading, drainage, utilities, and roadway design managed;
- Architects, surveyors, and other professionals to ensure requirements are met coordinated;
- Engineering plans, specifications, and cost estimates prepared;
- Site visits and inspections to ensure compliance with design standards and regulations conducted.
- Permitting and regulatory approvals assisted;
- Clients and stakeholders to ensure project goals are met communicated;
- Project budgets and timelines to ensure successful completion managed.

6. Compliance Management

- Compliance with local zoning and land use regulations ensured;
- Work in collaboration with local authorities and agencies to obtain necessary permits and approvals for the projects;
- Construction progress and quality to ensure that the project is completed accordingly to the design and specifications monitored.

7. Stakeholder Relations

- All meetings with stakeholders and government departments on civil works, land use and natural resources activities are attended and reported as appropriate.
- Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Board's development objectives as per Strategic Corporate Plan.

8. TLTB Image and Value Standards Demonstrated at All Times.

- An efficient, safe, healthy, motivated and environmentally-aware workforce;
- Effective utilization of resources including teamwork;
- Work cooperatively with all managers

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Civil Engineering	Civil Engineering or related field
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Civil Engineering	

Work Knowledge and Experience

Professional Engineer (PE) license preferred

5 years of experience in land development engineering

Proficiency in Auto CAD, Civil 3D, and other engineering software

Strong understanding of local zoning codes, regulations, and permitting processes

Excellent communication and interpersonal skills

Ability to work independently and as part of a team

Strong project management skills and attention to detail

Possess excellent design and construction knowledge of sustainable practices, geotechnical, civil infrastructure, structural and material technological advances and current standard practices.

Have thorough knowledge and experience with Microsoft applications. Knowledge of specialist software will be an advantage.

Be able to demonstrate knowledge and awareness of appropriate legislation and codes

Be innovative, result-oriented, and a strategic and independent thinker.

Possess and demonstrate excellent interpersonal & communication and negotiation skills

Be a team player with strong leadership skills

Ability to accomplish physically demanding duties in an outdoor environment and to endure long hours out in the field

Ability to work in a team environment, contribute and provide guidance and assistance.

Demonstrate knowledge and experience towards a Service oriented approach with a commitment to supporting the operations of the Board

Requirements

Language Proficiency

Excellent command of English

Knowledge of another language

Professional Associations

Membership of Professional Engineers Institute (recognised)

Regulatory Compliance Requirements

Drivers Licence

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Area Managers	
	Employees	
	Management Team	
	Board and Board Sub Committees	
External		
	City and Town Councils	
	Department of Town & Country Planning	
	Regulators	
	General Public	
	Stakeholders	

Attributes

Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Customer/Client Focused	Focused on client and customer satisfaction and ensuring high levels of service are maintained at all times
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

Well organised

Controls tasks in a well thought out and critical manner.

How To Apply

Online through HRmonise link

Contact for Enquiries

Contact Name: Seruwaia Bolatini

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Closing Date: 23 Jan 2026