



POSITION DESCRIPTION  
PROJECT ENGINEER

## CONTEXT

The Quasar team is all about providing businesses and utilities with intelligent data to enable them to reduce costs, maximise operations and meet business goals.

We collaborate with our clients to provide them with a range of solutions, including advanced energy and power quality metering systems, Advanced Distribution Management Systems (ADMS), intelligent video security and a range of fortified communications, to assist with their diverse requirements from business analysis and reporting through to a variety of operational applications.

From extensive systems for large energy users and utilities, through to smaller sub-billing systems, our three decades of experience as a system integrator ensures each client receives a high-quality solution which meets their individual needs.

## PURPOSE

The primary role of Project Engineer is to form an integral part of the Project Engineering Team responsible for the full project life cycle. Designing, developing, expanding, testing, and supporting the delivery of projects and their associated products.

The role is primarily computer based, when not in the lab, often working remotely on customer systems. Quasar communicate via video call, in person, on the phone and by email and as this is a client facing role, the ability to communicate well with both technical and non-technical people is a must. Part of this role is to positively work around project blockages. There will be some travel within New Zealand to commission systems on a customer site or deliver in person training.

## KEY OUTPUTS

### PROJECT ENGINEER

- Develop, and design where necessary, systems to fulfil the objectives of the project.
- Develop supporting systems, documentation, and drawings.
- Perform system commissioning and assistance in trouble-shooting field problems.
- Manage assigned projects from initial development to the delivery and commissioning of the customer's systems.
- Implement custom application solutions with 3rd party solution providers where necessary.
- Provide Customer Training.
- Assist with Customer support and our on-going support contracts.

### GENERAL

- Assist when called upon in the development of new business lines.
- When the company attends exhibitions, you may be required to assist on the stand.
- Contribute to the development and enhancement of our support tools to better provide this service.
- Other tasks as may reasonably be required from time to time.

### STAFF SUPERVISED

- None

### ACCOUNTABILITY

The **Project Engineer** reports to the Project Engineering Manager.

### KEY RELATIONSHIPS

Quasar adopts a collaborative approach at all levels of the company, in this role the **Project Engineer** will work closely with:

- Quasar Staff and Directors
- Customers, Consultants, Service Providers, and other relevant outside organisations
- Technical Support relationships with our suppliers

## KEY ATTRIBUTES

### QUALIFICATIONS

(One or more of the following may be sufficient)

- Degree in Project Management.
- Degree in Electrical Engineering.

### EXPERIENCE

- Work experience in Electrical systems, Communications and Substation environments.
- Experience in project development and proven history of innovation and problem solving.

### TECHNICAL SKILLS

(One or more of the following may be sufficient)

- Degree in electrical engineering.
- Highly Proficient knowledge of business computer software such as MS Office, Visual Basic, SQL or other programming language.
- Project Management skills.
- Graphical Design/Report writing prowess.
- SCADA/PLC/Database programming skills.
- Working knowledge CAD for system level design.
- Knowledge of installation and maintenance of applications in a Windows Server environment.
- Corporate networking and protocols (TCP-IP, Routers, Firewalls etc...).
- Industrial networking & protocols (DNP3, Modbus, etc...).
- Telemetry systems (Radio, GSM, GPRS, CDMA etc...).
- Electrical systems commissioning.
- Development and teaching of training courses.
- Customer Support skills.

### VALUES AND ETHOS

- Understanding of and commitment to the values of the Company.
- Personal commitment to authenticity and conducting all aspects of business with integrity.

### PERSONAL ATTRIBUTES

- Proven ability to work positively in a team.
- Adaptable in their thinking with attention to detail.
- High level of professional competency in all forms of communication.
- Intuitive learner with proven ability to transfer knowledge to new settings and challenges.
- A strong customer focus; the ability to provide a cheerful and positive interaction with clients.
- Good organisation skills and the ability and desire to see tasks through to completion.
- The ability to communicate at a technical level and relate to people from all levels of business, backgrounds, ages and cultures.
- Demonstrated initiative, stamina and motivation, a strong work ethic.

- Professional personal presentation/grooming.

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#### RESOURCES AND REQUIREMENTS

- Operate from the Company's premises in Christchurch, with travel primarily within New Zealand.
- Staff are expected to maintain their own correspondence, email, and administration at a high standard.

#### BEHAVIORAL COMPETENCIES

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##### PLANNING & ORGANISATION

- Ability to plan, prioritise daily work assignments and exercise good judgement in managing urgent requests.
- Realistically plan and organise a project, allocating time in a manner which achieve priorities and allows for contingencies.
- Can set goals for own department and implement the planning and process steps to achieve these.
- Forward looking perspective that allows for contingencies and evolving situations.
- Ability to assist in planning, formulation and implementation of strategy and projects for both own department and in the wider Company context.
- Effective time management skills.

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##### ACHIEVEMENT ORIENTATION

- Motivated to achieve goals and objectives
- Displays a definitive sense of urgency to accomplish tasks
- Commitment to improving quality standards in own area of expertise.

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##### COMMERCIAL ACUMEN

- Knowledge of and interest in developments in the business world which could impact the Company, and a demonstrated ability to apply those to the Company's context.
- Demonstrated ability to quickly pick up workable levels of knowledge in new systems.

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##### COLLABORATIVE AND TEAM APPROACH

- Respects and can integrate the capabilities of people from a wide range of disciplines and personal styles to enable an effective functioning team.
- Good relational and interpersonal intelligence and willingness to allow that to shape the approach to team leadership.
- Active participant in team structures throughout the Company.
- Committed to a collaborative approach and able to adapt to a high level of synergy amongst different team members and teams in the Company.

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##### ANALYTICAL ABILITY

- Can analyse abstract, subtle, and undefined problems and information.
- Able to grasp the near- and long-term implications of a situation.
- Can analyse information on a conceptual level, as well as displaying a detailed approach.

#### KEY SELECTION CRITERIA

1. Technical aptitude.
2. Planning and organisation skills



- 3. Communication skills
- 4. Experience in a relevant sector within the Energy Industry.
- 5. Fit with the ethos, values, and approach of Quasar.
- 6. Credibility

**HEALTH AND SAFETY**

- 1. All staff must always be conscious of potential safety problems.
- 2. Health and Safety Policy is in place within Quasar Systems Limited. Instructions regarding safety given by the Health and Safety representatives must always be followed.

**NON-LIMITATION CLAUSE**

NOTE: This position description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organization. Employment conditions are described fully in the Individual Employment Agreement.

**This Position Description** has been read and agreed:

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_

Managing Directors Signature \_\_\_\_\_

Date \_\_\_\_\_