

24 March 2016

INTERMEDIATE FIRE ENGINEER

PART A: CONTEXT FOR THE ROLE

WHO WE ARE

Origin Fire is a leading fire engineering consultancy based in Auckland, New Zealand. We are known for our ability to provide fire consulting for unusual and challenging construction projects. To do this we take a first principles-approach to fire engineering. Instead of hearing “it can’t be done”, from us you’ll hear “here’s how it can be done”.

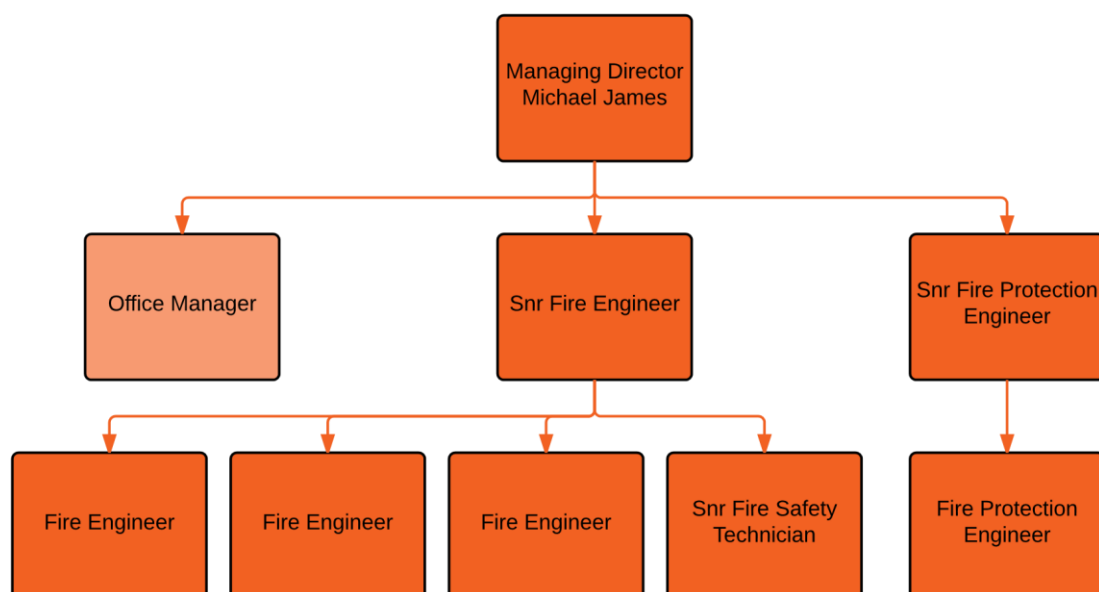
Origin Fire has its beginnings in 1999 when 3 sole trader engineers formed Pacific Consultants as a trading name for their individual companies for joint marketing activities and retained their own companies. Over the next 15 years Pacific Consultants grew to a team of 12 staff in Auckland and six in Wellington. In 2015 the Auckland Fire Principal Michael James, with his team of eight decided that he wanted more visibility for fire engineering and re-branded as Origin Fire Consultants.

As Origin Fire Consultants, we continue to work alongside the Pacific Consultants building services team in the same office and on existing and new joint projects.

OUR VISION

Leaders in creative fire safety solutions in Australasia.

ORGANISATIONAL CHART



ROLE PURPOSE

The purpose of the Intermediate Fire Engineer is to undertake performance and prescriptive based fire engineering design and contract observation covering all aspects of fire safety which includes fire and smoke modelling, egress analysis, suppression, alarm and detection, external fire spread, fire safety management and negotiations with local authorities to gain approval for designs and strategies.

REPORTING RELATIONSHIPS

The role of the Intermediate Fire Engineer daily reports directly to the Senior Fire Engineer/Principal Fire Engineer, and has no direct reports.

KEY WORKING RELATIONSHIPS

The role of the Office Manager will need to work effectively with the following:

Fellow team members
Internal suppliers and clients e.g. Project managers, Architects, Other Engineers, Suppliers, Contractors

Clients – existing and prospective and their staff
External systems suppliers

PART B: KEY ACCOUNTABILITIES

The following table details the key accountabilities of the role of Intermediate Fire Engineer. They have been clustered around three key role dimensions – People, Scheduling and Technical.

Role Dimension	% of Role	Key Result Area	Key Accountabilities
People The people-related activities of your role that enable and facilitate the delivery of your technical work		Living the values	Role model the Origin Fire values in your daily work activities and interactions by: <ul style="list-style-type: none"> • Ensuring the culture and values are communicated and are part of everyday life in and out of the office • Contributing to a positive work environment • Motivating and supporting team members in the execution of their work • Delivering exceptional customer service to both internal and external customers • Managing work/life balance
		Performance & Capability	Manage your own performance and capability by: <ul style="list-style-type: none"> • Actively contributing to performance discussions with your manager • Identifying opportunities for Continuing Professional Development (CPD) • Taking ownership for self-management of your development plan Responsible for accuracy and checking of own work Manage and track own performance to ensure achievement of individual project targets Contribute to the development of Fire Engineering team members by providing support and advice Participate in internal peer reviews to foster continuous improvement within the Origin Fire's team
Scheduling The planning and coordination activities that help ensure the availability of resources (\$, time, people, etc) to deliver the requirements of technical work		Planning	Plan and manage your own work to ensure delivery of outputs on time and within budget, and to raise any anticipated issues (e.g. late or over budget) regarding workflow in weekly meetings with your manager and propose strategies to correct the problem Contribute input into key planning documents – sales, marketing, strategic plans
		Compliance	Comply with organisational systems (timesheets, expenses, etc), processes, policies (HR etc) and procedures Adhere to brand standards in all internal and external communications Ensure compliance with standard operating procedures Ensure use of approved Origin Fire templates and tools Ensure client data is accurately recorded within the organisation's systems Ensure the 'gatekeeper' policy is adhered to in the scheduling of client work
		Monitoring Performance	Management of client projects (budget vs actual) Provide oversight of all client portfolios and report weekly to your manager to ensure Work In Progress levels are kept within acceptable levels Ensure deadlines are met and projects are completed to Origin Fire standards Identify and develop opportunities for providing further assistance to clients Recognise potential risk and problem areas and obtain guidance when required Maintain control over the financial performance of projects, including costs against budget

Technical The key outputs associated with your role	Client Experience	Ensure the brand and mission of the company is effectively communicated to our clients, potential clients, external partners and suppliers Maintain good working relationships with external suppliers Promote Origin Fire culture, values, policies, practices and communication in all client facing activities Maintain effective, positive client relationships at the appropriate level, building a trusted advisor relationship Participate in presentations to clients Recognise and advise on opportunities to improve client systems and processes through additional value added services Recognise and advise by providing cost effective solutions to clients Understand and apply team approach for clients Ensure quality and customer service delivery standards are maintained Prepare and meet with clients Participate in client communications via newsletters, brochures, blogs etc. Gather and feedback client insight data that can help identify opportunities that will facilitate the growth of Origin Fire Participating in the development and maintenance of Fire Engineering Standard Operating Procedures manual
	To Prepare Fire Safety Designs for New Buildings and Alterations to Existing Buildings	Preparation of fire engineering briefs, fire engineering designs and acceptable solution designs that include text, calculations and drawings that: <ul style="list-style-type: none"> • Meet the company documentation and quality expectations • Communicates the design requirements clearly to the client and other design professionals • Meet the SPFE design documentation guidelines • Meet Peer Review expectations • Meets Territorial Authority requirements • Meets the NZFS DRU requirements Able to communicate clearly with the above groups of people on the telephone, by email and at meetings. Thorough understanding of: <ul style="list-style-type: none"> • The design process • The regulatory process • New Zealand Building Code fire safety acceptable solutions • Preparation of alternative designs in accordance with the International fire engineering guidelines • SFPE Design documentation guidelines • NZCIC Design documentation guidelines Working knowledge of: <ul style="list-style-type: none"> • NZBC C and F clauses • NZBC C/AS1-6, F6/AS1, F7/AS1, F8/AS1 • NZBC Fire engineering verification method • International Fire Engineering Guidelines • SFPE Engineering guide to performance based design Fire safety and evacuation regulations
	Existing Building	To be able to accurately assess and report on the fire safety features of an existing building

	Inspections and Surveys	<p>To be familiar with and able to identify the typical construction methods for:</p> <ul style="list-style-type: none"> • Fire and smoke walls and ceilings • Fire and smoke windows • Fire and smoke doors • Construction materials used for typical wall linings to determine their surface finish characteristics <p>To be able to identify the different fire safety systems listed below along with their age and standard that they were built to</p> <p>To be familiar with what constitutes good workmanship for the different fire safety systems listed below</p>
	To Prepare Fire Protection System Designs for New and Existing Buildings	<p>Assist in the preparation of calculations, plans and specifications;</p> <ul style="list-style-type: none"> • To comply with the relevant design standard • Coordinated with the building structure and other building services • All interfaces with other building services clearly identified and communicated to the relevant design professional • Adequately describe the scope of work for a contractor to price • Clear and easy for a contractor to read and understand <p>Able to communicate clearly with the design team on the telephone, by email and at meetings</p> <p>Working knowledge of:</p> <ul style="list-style-type: none"> • NZS 4541 Sprinkler standard • NZS4512 Fire alarm standard • NZS4510 Fire hydrant standard • NZS 4503 Hand operated firefighting equipment • NZS PAS 4509 Firefighting water supplies code of practice • AS 1668.1pt 1 Fire and smoke control in multi compartmental buildings
	Construction Observation	<p>Monitor the construction programme and plan to carry out inspections at key intervals</p> <p>Able to provide reports on construction progress and quality of workmanship</p> <p>Check shop drawings and as-built drawings</p> <p>Respond to construction queries and provide sound design solutions to onsite problems and variations in a timely manner as they arise</p> <p>Able to identify the correct construction methods for:</p> <ul style="list-style-type: none"> • Fire and smoke walls and ceilings • Fire and smoke windows • Fire and smoke doors • Construction materials used for typical wall linings to determine their surface finish characteristics <p>To be familiar with what constitutes good workmanship for the different fire safety systems listed above</p>
	Preparation of Fee Proposals	Preparation of fee proposals on standard letters of engagement and company standard pricing methods
	Continuous Improvement	<p>Undertake research and keep abreast of industry and legislative changes that may affect clients and Pacific Consultants</p> <p>Explore and keep abreast of technology that can add value to Pacific Consultants' systems and processes</p>

PART C: BEHAVIOURAL COMPONENT

OUR CULTURE

At Origin Fire we place equal importance on *how* you deliver on your key accountabilities. We have defined the following **cultural values** that embody how we expect our team members to behave in the execution of their role.

WORDS THAT DESCRIBE US

Leadership
Perseverant
Different
Collaborative
Humble
New Thinking
Loyal
Curious

Brand Values	Value Descriptor
Original Thinking...	We seek to find answers by understanding the fundamentals from the source, the first or the best of what has been created before. The ability to use 'first principals' to imagine, design and execute across everything we do in business, enables us to create one- of-a-kind solutions that uphold our client's vision.
Perseverance...	The ability to persist, despite difficulties, until the desired outcome is achieved.
Collaboration...	Working together, as one team, and helping each other to achieve the best-possible result.

Brand Personality	Personality Descriptor
Loyal...	<p>Means we show we're part of a team by providing unwavering support. We follow through with our promises and we're there when our team mates need us.</p> <p>When you're loyal to someone, you're supportive of their needs and in their corner, whether or not you agree entirely with their choices. You stand firm by their side, even when the easiest thing would be to be somewhere else.</p> <p>Loyalty from those closest to us is something to be truly thankful for. It applies in all our working relationships.</p>
Different...	<p>Upholds our commitment to originality. We stand out from the crowd not for the sake of standing out, but because we find better and new solutions through unconventional and breakthrough thinking.</p>
Curious...	<p>We see opportunities, not problems. We look at challenges from multiple angles. We discover alternative ways of accomplishing the same task. The greater the pool of possible solutions, the more likely it is that we will expose a better way to get things done.</p> <p>A curious person doesn't just take someone's word for it; they dig deep into the details. When they finish their detective work, they don't only know 'what' or 'when', they know 'how' and 'why'.</p>
Humble...	<p>The opposite of arrogant, being humble means you're confident in your competence and don't feel the need to blow your own trumpet. Instead of seeking praise, you affirm your talents by helping others.</p> <p>Humble people are self-efficacious; they don't feel the need to boast about themselves but instead, let their actions speak for their ideals. To be humble is not to think less of oneself, but to think of oneself less.</p>
Quiet Leadership...	<p>Quiet leaders are powerful. They focus on action instead of empty words. They set a good example rather than criticise. A quiet leader can generate excitement, encourage ownership and inspire loyalty without banging drums. Quiet leadership knows the way, and shows the way.</p>

PART D: QUALIFICATIONS/SKILLS/EXPERIENCE

The following qualifications, skills and experience have been identified as key to carrying out the requirements of the role of Intermediate Fire Engineer

QUALIFICATIONS/ EXPERIENCE

Undergraduate degree in Fire Engineering (meets Washington Accord criterion) or currently studying part time for a Masters degree or Post Graduate Diploma in Fire Engineering (meets Washington Accord criterion)

KNOWLEDGE

Technologically competent

An understanding of new technologies and ability to apply them in the workplace

Knowledge of general business environment and wider environmental challenges facing communities/industries

SKILLS

Technologically literate

Proficient in standard MS Office suite of products – Word, Excel, Outlook, PowerPoint etc

Proficient use of the PDF Exchange View and its document mark-up tools

Proficient in the use of Zone Models, Branzfire, FDS and Firewind

Proficient in the use of AutoCAD and the Drawing Standards Manual

Mental agility

Able to recognize risks and take appropriate action through systematization and escalation

Able to understand concepts and apply them to problem solving

Communication

Good communication skills (written and oral)

Outgoing - initiates conversation with other people in the office

Good phone skills

Good interpersonal skills

Empathy and self-awareness

Able to recognise different personality types and adapt accordingly

Aware of own strengths and weaknesses and able to compensate through learning with others

Project Management

Good time management skills – consistently delivers to deadlines

Able to coordinate and plan multi streams of work to achieve outcomes

Able to prioritise tasks and manage multiple expectations.

LIMITS ON AUTHORITY

There are no allowances made in this position to purchase goods

All design work requiring a producer statement is checked by the Principal.

TALENT DYNAMICS PROFILES



CREATOR - Dynamo

- **Strengths** – Creativity, **Best Initiators**, clear vision
- **Challenges** - Poor sense of timing, Not sustainers
- **Best at in team** - Strategy, big picture thinking, creating new products.



STAR - Dynamo/Blaze

- **Strengths** - Inspires and motivates
- **Challenges** - Not strong at detail. Need a good support team.
- **Best at in team** – **Best Promoters**. Shine the light on the team.



SUPPORTER - Blaze

- **Strengths** - Confidence building, **Best Leaders**.
- **Challenges** - Often restless on their own, need someone to provide the vision.
- **Best at in team** - Relating to people. Communicating one to many. Who can we talk to.



DEALMAKER - Blaze/Tempo

- **Strengths** – **Best Peacemakers**. Always connecting people.
- **Challenges** - They need structure for results
- **Best at in team** - Communicating one to one



TRADER - Tempo

- **Strengths** – **Best Negotiators**. Grounded. Good in chaos/crisis.
- **Challenges** - They need direction to get results
- **Best at in team** - Keeping the team together. Customer Service



ACCUMULATOR - Tempo/Steel

- **Strengths** – **Best Project Managers**
- **Challenges** - Finds it difficult to decide
- **Best at in team** - Keeping a project on time, good ambassadors



LORD - Steel

- **Strengths** – **Best Analysts**. Best at cranking out the work
- **Challenges** – Not networkers or relationship builders. misses the big picture
- **Best at in team** – Scorekeeper, finance, numbers



MECHANIC - Steel/Dynamo

- **Strengths** – **Best at completing things**. Good at investigating things. Leaves no stone unturned.
- **Challenges** - Gets caught up in the details. Finishes late.
- **Best at in team** - Making improvements in systems, things and processes.