

# 3 WATERS SENIOR ENGINEER POSITION DESCRIPTION

<b>Company:</b>	McKenzie & Co. Consultants Limited
<b>Reports to:</b>	Project Lead
<b>Location:</b>	Manukau Office

## Purpose of Role

To support the purpose and mission of McKenzie & Co. Consultants Ltd – to develop great places and people – by leading engineering design and implementation for land development projects.

## Key Accountabilities

### Civil Engineering

- Provide 3 waters design support to land development projects and any other projects as required
- Carry out civil engineering design, preparing drawings in accordance with the MCCL CAD Standard and, where necessary, provide information to draughting staff to produce 'finished' drawings/plans, etc.
- Engage and co-ordinate with the internal team, e.g., surveyors and with external consultants as required.
- Perform engineering calculations, analysis, and design, producing engineering reports, plans and tender documents and the assessment of tenders as required.
- Supervising and administering contracts, including the supervision of sub-contractors engaged by MCCL for the purposes of Health and Safety.
- Liaise with clients on a routine basis to keep client up to date with job progress. As a minimum, this is to include the introduction to client and explanation of various stages of the project; keeping the client informed of project progress, etc.
- Seek guidance from the SMT on matters relating to quality of output, presentation and on any circumstances where negotiations and communications with clients are causing, or has the potential to cause, difficulties.
- Project budget control and estimation.
- Interface and co-ordinate with Auckland Council, CCO's and key stakeholders as required. Resource Consent management and follow up with Auckland Council as required.
- Business development and networking where appropriate, including seeking procurement opportunities, pricing, tendering
- Any other tasks associated with your role as reasonably delegated by the SMT or a Director of MCCL.

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## Internal requirements

- Adhere to the MCCL Quality Management Programme and its policies/procedures.
- Adhere to the MCCL Health and Safety policy/procedures.
- Assistance with technical development of company QA systems.
- Coach and develop junior staff as required, dealing with any issues promptly and appropriately.
- Staff management including operational management, training, and HR
- Reporting to Senior Management Team as required
- Comply with administration requirements, e.g., completion of timesheets, attending or running internal meetings and other day-to-day matters as may arise and as would normally be expected in an office environment.

## Competencies/skills required for job

Experience specifically focussed on land development and subdivision design is the main requirement for this role. We are looking for somebody with the following attributes:

- Minimum of 10 years civil engineering industry experience
- Suitable tertiary qualification, e.g. BEng or BSurv
- CPEng or RPSurv qualification required
- Capable technical report writer and presenter
- 12D and AutoCAD experience
- Client focussed
- Genuine “Can Do” attitude

## Key relationships

- MCCL Directors
- Senior Management Team
- All staff
- All clients
- General public