

POSITION DESCRIPTION

TITLE Survey technician | Survey graduate | Licensed Surveyor

REPORTS TO Survey manager generally, licenced cadastral surveyor for land transfer work;
Project Lead for all other project work.

COMPANY McKenzie & Co. Consultants Ltd

LOCATION Taupo

PURPOSE OF ROLE

This role supports licenced cadastral surveyors and project leads with the day-to-day survey needs of our projects. The successful candidate will embody our mission to “develop great places and people” as well as our values of integrity, excellence, collaboration, innovation, and proactivity.

KEY ACCOUNTABILITIES

Cadastral surveying

- Require knowledge of cadastral survey possesses using 12d and Landonline
- Prepare scheme plans for resource consent applications
- Competently carry out boundary retracement and boundary definition calculations using appropriate survey evidence and prepare cadastral data sets, and
- Strictly follow appropriate cadastral survey practice

Other Surveys

- Undertake topographical, monitoring and engineering surveys
- Reduce field surveys data
- Produce topographical and as-built plans, and
- other surveying and planning outputs required to deliver projects to McKenzie & Co. standards

Engineering design/construction

- Identify risks for client and give alternative options/recommendations. Be pragmatic and solve problems.
- Carry out basic civil engineering design and preparation of drawings in accordance with the McKenzie & Co. CAD standards under the guidance of a project engineer, and
- Prepare inputs for resource consent applications

POSITION DESCRIPTION

Project management

- Facilitate project implementation from initiation through to creation of titles, and
- Manage scope, time and cost for projects as directed by the project lead

Relationship management

- Help the project team understand the implications of what can be achieved using appropriate survey processes given desired outcomes and time constraints
- Deal with all concerns in a timely manner
- Adopt an “early warning”/“no surprises” approach regarding reporting of concerns and progress to the project lead/licensed cadastral surveyor/client
- Work to ensure the client is satisfied with all steps of the project
- Understand client’s needs and requirements, and
- Work diligently with sub-consultants within the broader consultant team

COMPETENCIES/SKILLS REQUIRED

- Extensive 12d and BricsCAD/AutoCAD experience
- Landonline, e-survey experience
- Can demonstrate “good survey practice”
- Thorough knowledge of GNSS, robotic total stations, and leading software for fieldwork, data collection, and data processing
- Comfortable working in structured and unstructured project environments
- Strong written and verbal communication skills
- Good presentation skills
- Good relationship and interpersonal skills
- Pays attention to detail, and
- Is highly organised

INTERNAL REQUIREMENTS

- Comply with administration requirements, e.g. completion of timesheets, SSSP’s, Take 5 safety reports, site inspection reporting, attending internal meetings, plus other day-to-day matters that may arise from time-to-time
 - Comply with McKenzie & Co.’s Health, Safety and Wellbeing Policy, and
 - Follow internal quality procedures
-

POSITION DESCRIPTION



KEY RELATIONSHIPS

- All McKenzie & Co. team members
- Clients, consultants, contractors and subcontractors
- Local councils