

SITE ENGINEER POSITION DESCRIPTION

Company:	McKenzie & Co. Consultants Limited
Reports to:	James Kitchen
Location:	Warkworth

Purpose of Role

To support the purpose and mission of McKenzie & Co. Consultants Ltd – to develop great places and people – by supporting the construction manager and project lead/engineer with the day-to-day contract and construction needs of projects.

Key Accountabilities

Project Engineering

- Adhere to the company's quality management programme, its policies and procedures
- Liaise with the internal team, external consultants, surveyors and design engineers as required
- Co-ordinate contractors and sub-contractors potentially on multiple sites who are engaged by McKenzie & Co.
- Prepare schedules, contract documentation, resource consents and other documents related to our civil engineering projects
- Ensure the appropriate measures and contract administration duties of civil engineering projects are on time and to schedule, including attending/facilitating weekly progress and contract meetings with contractors and clients
- Review contractors monthly progress payment claims, make recommendations to the principal engineer as to payment certifications
- Liaise with Auckland Council as required
- Ensure Auckland Council and McKenzie & Co. construction standards are met onsite including Council QAM inspections and requirements
- Assist with civil engineering design including limited design work from time-to-time
- Assist with the preparation of as-builts including limited CAD work from time-to-time
- Preparation of 224c and compliance documentations and submissions to Council
- Co-ordinate resource consents and Council interfaces as required
- Prepare and submit building consent and compliance applications
- Review construction drawings for onsite constructability, and
- Any other tasks associated with this role as reasonably delegated by senior project engineers, SMT or Directors.

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Internal requirements

- Comply with administration requirements, e.g., completion of timesheets, attending internal meetings, plus any other day-to-day matters that may arise from time-to-time
- Comply with McKenzie & Co.'s Health & Safety Policy, and
- Follow internal quality procedures

Competencies/skills required for job

- Minimum 3 years post qualification experience overseeing construction and site works
- Extensive BricsCAD/AutoCAD experience
- Experience using NZS 23910:2013 is preferred
- Demonstrated competency using MS Project, Word and Excel
- Comfortable working in structured and unstructured project environments
- Strong communication skills – written and verbal
- Good presentation skills
- Good relationship and interpersonal skills
- Pays attention to detail, and
- Is organised

Key Relationships

- Council
- All Staff
- Clients
- Clients subcontractors
- External consultants
- Contractors and
- General public