

ENGINEERING/CONSTRUCTION SURVEYOR POSITION DESCRIPTION

Company:	McKenzie & Co. Consultants Limited
Reports to:	Survey Manager
Location:	CBD or Manukau Office

Purpose of Role

The purpose of this role is to provide construction surveying services to clients mainly in the residential and commercial space but also Civils and infrastructure. Providing a wide range of surveying services to both external (clients) and internal (McKenzie & Co) engineers, project managers and team leads is critical to this role.

This role will be performed in line with McKenzie & Co's Purpose and Mission, being "to help to develop great places and people". This will also be done whilst working collaboratively to provide excellent surveying services for projects undertaken by McKenzie & Co.

Role Requirements

As an "independent" operator, it is expected that the Construction Surveyor will spend approximately 80% of their time at the various project sites, therefore travelling directly from their home to the sites and back. With this high degree of flexibility within the role and be able to schedule their activities, daily and weekly timetable and if they are meeting the client needs, they could plan their days accordingly.

Key Accountabilities:

Surveying

- To work closely with survey manager/ team leader to help develop and improve sound surveying systems and processes for the construction surveying
- Be able to independently perform setting out surveys for civils, residential and others
- Other surveys including topographical surveys, monitoring and "as-builts"
- Opportunity to become involved in scanning if desired
- Able to provide various plans/ deliverables in McKenzie and Co standard templates in a timely manner to the client
- Work with the client to ensure they are satisfied with all steps of the surveying scope of works
- Achieve the client's aspirations through a "no surprises" philosophy.

Relationship Management

- Ensure clear communication with the client and within the project team
- Deal with all concerns in a timely manner
- Work with the client to ensure they are satisfied with all steps of the project
- Understand client's needs and requirements
- Work with sub-consultants within the consultant team.

Internal requirements

- Champion MCCL Quality Management Programme and its policies/procedures
- Champion MCCL Health and Safety policy/procedures
- Assistance with technical development of company QA systems
- 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:

- BSurv or National Diploma of Surveying
- Minimum 3-4 years in construction surveying

- Can demonstrate “good survey practice” and a “Can Do” attitude
- Comfortable with both flexibility and structure
- Strong communication skills – written and verbal
- Good presentation and attention to detail skills, is highly planful and organised
- Good relationship and interpersonal skills
- Good computer literacy, the use of CAD and 12d software desirable but not compulsory
- Able to work autonomously.

Key Relationships:

- Directors
- Survey Manager/Project Leads
- All Staff
- Clients
- Clients’ subcontractors
- General public.