

12d DESIGN ENGINEER POSITION DESCRIPTION

Company:	McKenzie & Co. Consultants Limited
Reports to:	Director
Location:	Manukau, Auckland CBD and Warkworth Office

Purpose of role

The Design Engineer role assists the senior engineers in developing designs for land development projects and supports the purpose and mission of McKenzie & Co. this being “Develop great places and people”. They will do this whilst working collaboratively to provide excellent engineering designs for projects undertaken by McKenzie & Co.

Key accountabilities

Civil Engineering

- Adhere to the company’s Quality Management Programme and its policies and procedures
- Adhere to the company’s Health and Safety policy and procedures
- Carry out civil engineering design and preparation of drawings in accordance with the companies CAD Standards
- Liaise with the internal team e.g., surveyors and external consultants as required
- Liaise with contractors and sub-contractors engaged by McKenzie & Co to observe, measure and undertake contract administration duties of civil engineering projects as required
- Prepare schedules, contract documentation, resource consents and other documents pertaining but not limited to civil engineering projects
- Liaise with Auckland Council
- Co-ordinate Resource Consents and Council interfaces
- Any other tasks associated with this role as reasonably delegated by the Senior Engineers, SMT, or Directors.

Internal

- 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 McK Health & Safety Policy
- Follow internal quality procedures.

Competencies/skills required:

- Bachelor of Engineering or NZCE
- Land development and subdivision design experience
- 4-7 years civil engineering industry experience
- Strong 12D and BricsCAD skills/experience
- Good client relationship skills
- Excellent problem-solving skills
- Organised and proactive
- Good communication skills – written and verbal
- Genuine “Can Do” attitude.

Key relationships:

- Directors
- Principals
- Senior Management Team (SMT)
- All staff, Clients and the General public.