

# JUNIOR CIVIL ENGINEER POSITION DESCRIPTION

<b>Company:</b>	McKenzie & Co. Consultants
<b>Reports to:</b>	Licensed Cadastral Surveyor/ Taupo Manager
<b>Location:</b>	Taupo or Rotorua

## **Purpose of role**

To support the purpose and mission of McKenzie & Co. Consultants Ltd – to help to develop great places and people – while assisting the senior engineers in developing designs for land development projects.

## **Key accountabilities**

### Civil Engineering

- Carry out civil engineering design and preparation of drawings in accordance with McKenzie & Co.'s 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 to civil engineering projects
- Liaise with Auckland Council and other CCO's
- 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 requirements

- Adhere to the company's Quality Management Programme, its policies and procedures
- Adhere to the company's Health and Safety policy and procedures
- 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
- Follow internal quality procedures.

## **Competencies/skills required for job**

- Bachelor of Engineering, NZCE or Diploma
- Land development and subdivision design experience
- 2–4 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**

- Auckland Council
- Clients, subcontractors, consultants
- Directors
- Senior Management Team (SMT)
- All staff
- General public.