

SURVEYOR POSITION DESCRIPTION

Company:	McKenzie & Co. Consultants Ltd
Reports to:	Jerome Feuillade
Location:	Rotorua

Purpose of Role

The Surveyor role supports senior surveyors in getting projects up and running and reinforces the purpose and mission of McKenzie & Co 'to develop great places and people'. You will do this whilst working collaboratively to provide excellent surveying services for projects undertaken by McKenzie & Co.

Key Accountabilities

Project Management

- Obtain/develop client/developer's brief
- Facilitate project from initiation through to title
- Manage scope, time and cost for clients' projects in relation with the project manager

Relationship Management

- Help the client understand the implications of what can be achieved using the process and desired time constraints
- Deal with all concerns in a timely manner
- Report all concerns and progress to the project manager / principal
- Work with the client to ensure they are satisfied with all stages of the project
- Understand client's needs and requirements
- Achieve the clients' aspirations through a 'no surprises' philosophy
- Work with sub-consultants within the consultant team

Cadastral Survey

- Strong experience in 12d and Landonline
- Carry out survey and prepare cadastral data set
- Strictly follow appropriate cadastral survey practice
- Prepare Council certifications in a timely manner

Engineering Survey

- Manage and carry out topographic, set out, hydrographic, monitoring surveys
- Reduce surveys and produce deliverables to McKenzie & Co standards

Engineering Design/Construction

- Identify risks for client and give alternative options/recommendations, don't just say no!
- Carry out basic civil engineering design and preparation of drawings in accordance with the McKenzie & Co CAD standards
- Peer review detailed design
- Prepare inputs for resource consent applications

Internal Requirements

- Champion the McKenzie & Co Quality Management Programme and its policies/procedures
- Champion the McKenzie & Co Health and Safety policy/procedures
- Assist with technical development of company Quality Assurance 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 (may be a licensed cadastral surveyor)
- Minimum 5-7 years post qualification experience
- Can demonstrate 'good survey practice' and a genuine '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
- Must have a thorough knowledge of GNSS, robotic total stations, and leading software for fieldwork, data collection, and data processing. Use of 12d, AutoCAD, Landonline and eSurvey essential

Key Relationships

- Council
- All employees
- Clients
- Clients' subcontractors
- General public

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We'd love to have you join us!