



**Position Description**

**Position Title:** Engineering Surveyor  
**Section:** Capital Works  
**Salary Point:** 16

**Position No:** PSC805

<b>Position Objective</b>	This role is responsible for a range of engineering survey tasks associated with pre and post survey of a wide variety of infrastructure projects for both internal and external clients. This will include working as part of a broader project team, with other survey team members or may be required to work alone. This role is responsible for the conduct of engineering surveying for Design and Construction activities. This role may also be required to support surveying activities associated with Real Property cadastral surveying, under the technical supervision of a Registered Surveyor when required. Survey work may include the use of GPS, UTS, robotic total station, scanning, hydrographic or drone activities. The role is also responsible for the Preservation of Survey Infrastructure.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>• Provide timely, accurate and precise engineering surveys and survey reductions for the design and construction of projects to current industry best practice and the current Surveying and Spatial Information Regulation.</li><li>• Undertake topographical, detail, construction set out, Work as Executed (WAE), and conformance survey and reports</li><li>• Provide support for the timely, accurate and precise surveys and survey reductions for Real Property Cadastral projects to current industry best practice and the current Surveying and Spatial Information Regulation in accordance with the Surveying and Spatial Information Act, Real Property Act, Conveyancing Act, Strata Titles Act and the Surveyor Generals and Registrar Generals Directions together with cadastral calculations, reports and plan preparation</li><li>• Provide timely accurate and precise surveys for Survey Control on the NSW Survey Co-ordination Network to current industry best practice, the current Surveying and Spatial Information Regulation and the Surveyor Generals and Registrar Generals Directions</li><li>• Management of resources including equipment, staff and contractors required to carry out allocated survey work</li><li>• Liaise with project stakeholders, residents and the general public, applying effective customer service and interpersonal skills</li><li>• Determine work priority and scheduling for allocated surveys to achieve cost effective &amp; innovative outcomes within the budgetary framework and timeframes</li><li>• Participate in continuous process improvement initiatives incorporating the systematic review of policies, practices and procedures</li><li>• Ensure adherence to safe work practices, WH&amp;S requirements and Risk Management</li><li>• Ensure adherence to sound processes for capture and retention of survey related information and data</li><li>• Perform calibration of survey equipment and survey equipment standardisation</li></ul>
<b>Key Accountabilities</b>	Provide specialist technical services and advice to aid the completion of projects in consultation with other professional staff. Compliance with industry best practice, Work Health & Safety regulations, policies, processes, Surveying and Spatial Information Regulation and the Surveyor Generals and Registrar Generals Directions
<b>Extent of Authority</b>	This role is governed by clear objectives and budgets and is authorised to control resources as allocated at the time in the delivery of projects, using the most effective available techniques consistent with Councils' Enterprise Agreement, Policies and Procedures, the Local Government Act and other relevant legislation. Together with the Port Stephens Council delegations register and under the general direction of a Registered Surveyor or Council's Survey Team Leader.
<b>Judgement &amp; Decision</b>	This position requires independent decision making relating to everyday performance of the duties required for the completion of projects for

<b>Making</b>	the provision of surveying services to customers, clients and a Registered Surveyor or Council's Survey Team Leader. Decisions are generally guided by legislation, practices, procedures and standards. This position may be required to develop and modify systems and procedures. Typical thinking at this level includes quantification of resources needed to meet operational targets, investigation of claims where information is unclear or incomplete. Scheduling, organising, planning, coaching and teaching are tasks typically undertaken at this level.
<b>Skills, Knowledge &amp; Capacity</b>	<p><b>Organisational</b></p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to a customer service culture and delivery of quality service.</li> <li>• Understanding of the Australian Business Excellence philosophy.</li> <li>• Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety.</li> </ul> <p><b>Interpersonal</b></p> <ul style="list-style-type: none"> <li>• Demonstrated organisational skills and a demonstrated capacity to act independently within established guidelines, using discretion and sound judgement.</li> <li>• Demonstrated skills in negotiation, problem solving and conflict resolution to enable effective liaison and to build relationships with all stakeholders.</li> <li>• Ability to project an image of Council which is professional, courteous and efficient</li> </ul> <p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Substantial field and office experience with the knowledge of the principals and practices for the collection of survey data and set out for construction including working within a civil construction environment using machine guidance of construction plant.</li> <li>• Completed Diploma in Surveying or equivalent</li> <li>• Demonstrated competence in the use of modern Surveying equipment such as Robotic Total Station, GNSS equipment, scanning and hydrographic equipment, and survey specific remote piloted aircraft (drone)</li> <li>• Technical experience with the identification and relocation of utility services including electricity, sewer, water, stormwater, telecom and gas.</li> <li>• Demonstrated competence in the use of survey-specific and general software including Autocad, Civil 3D, 12D, least squares programs, and the Microsoft Office suite of programs</li> <li>• Demonstrated ability to problem solve, conduct analysis and review data from field surveys and office calculations</li> <li>• Effective oral and written communication skills, including the demonstrated ability to produce written reports, survey plans</li> <li>• Demonstrated ability to work effectively alone and/or as part of a team including well developed interpersonal skills</li> <li>• Possess or have the ability to promptly obtain accreditations and other skills as required by best industry practice or legislation to discharge the role such as current Driver's licence, RPA Drone Pilot accreditation and General Construction Induction.</li> </ul>

**POSITION DESCRIPTION APPROVED**

Employee \_\_\_\_\_

Date \_\_\_\_\_