

POSITION DESCRIPTION

POSITION: Engineering Surveyor	REPORTS TO: Senior Engineering Surveyor	
DIRECTORATE: Sustainable Infrastructure	GROUP: Strategic Asset Management	
SECTION: Survey & Design	GRADE: 13	DATE 4 August 2017

OUR VISION

“Committed to the Pursuit of Excellence”

OUR VALUES

- ✓ **CUSTOMER CENTRIC** Our customers are at the heart of everything we do
- ✓ **ACCOUNTABILITY** We are transparent and responsible in all that we do
- ✓ **INNOVATION** We deliver excellence in our services through innovation
- ✓ **COLLABORATION** We work together to seek solutions both internally and externally
- ✓ **EMPOWERMENT** We support our people and provide them the scope to deliver outcomes

POSITION OBJECTIVES

- To provide support to the leadership team of Coffs Harbour City Council for the establishment of a high performance organisation through the development of its people and processes.
- The main objective of the Engineering Surveyor is the preparation of detailed engineering and cadastral surveys as well as survey set out, and the preparation of designs and engineering drawings for minor engineering projects to appropriate engineering standards.
- Demonstrate a commitment to Council’s core values and promote the image of Council as an efficient organisation.

KEY RESPONSIBILITIES

Survey and Field Works

- Ensure field survey work is carried out accurately and comprehensively by determining appropriate standards in conjunction with the Senior Engineering Surveyor, preparing task instructions for critical survey procedures.
- Ensure plans drawn up from field survey work are accurate, comprehensive and legible by determining appropriate drafting standards in conjunction with the Senior Engineering Surveyor
- Ensure all surveys are issued to the Senior Engineering Surveyor in a timely way to ensure ongoing delivery of Council’s design programme.
- When required, ensure construction set-out work and works as executed is accurate and appropriate by determining set-out standards in conjunction with the Duty Surveyor.
- Install and maintain survey control marks.
- Conduct traffic surveys and counts as required
- Provide on-site technical advice to customers as part of the driveway application process.

Office Work and Design

- Drawing and Design– Under the guidance of the Team Leader and Senior Engineering Designers, ensure that minor designs and drawings which are allocated, are undertaken to appropriate standards, guidelines and quality,

Ensure the following office duties are carried out efficiently and accurately:

- Liaise and coordinate with service/utility locators in order to locate and survey underground services and utilities.
- Download survey data into 12D format for use in engineering design.
- Undertake photo surveys as required.
- Maintain and update survey control mark information register.
- Search out relevant survey plans, control marks and existing infrastructure information, including 'dial before you dig' applications for projects.
- Register and file plans as required.
- Maintain and update databases.
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- Assist the Senior Engineering Officer Traffic, by:
 - Preparing traffic instrument diagrams
 - Preparing traffic count flow diagrams and
 - Updating the traffic instrument database.
- Process driveway applications to ensure Council standards are met.

Equipment Maintenance

- Ensure that survey equipment and vehicles are maintained in good condition.
- Ensure vehicles are stocked with survey consumables and that the safety equipment within vehicles is current, usable and accessible.
- Calibrate survey equipment regularly to ensure accuracy and safety.
- Maintain traffic counters if required.

GENERAL ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- i. Demonstrating safe work place practices and behaviours and encouraging others to do the same
- ii. Reporting all incidents, near misses and hazards in accordance with Council's processes
- iii. Taking reasonable care for own health and safety and the health and safety of others in the workplace
- iv. Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices
- v. Compliance at all times with statutory and regulatory requirements and Australian Standards
- vi. As a requirement under the WHS laws the position holder is expected to actively engage to keep themselves and others safe at work.

- vii. The position holder is expected to participate in workplace consultation as required, attend and adopt training on safety matters into daily work processes as required, comply with workplace safety instructions, safe operating procedures, report incidents and near misses promptly and according to procedures and support the CHCC safety culture.
- viii. To promote and encourage a zero-harm safety culture within CHCC.

Customer Service

- Ensure that all internal and external customer requirements are efficiently and effectively met in accordance with Council's policies and procedures by adopting an ethic of customer service for your area of responsibility, promoting the use of a customer focussed culture in your staff and monitoring feedback from customers.
- Always act in a professional and courteous manner when dealing with both internal and external stakeholders. Respect and awareness of other individual's opinions and views is essential to this role.
- Continuously looking for ways to improve the level of customer service you deliver
- Promote a positive and professional image of Council through;
 - i. Creating and maintaining good relationships with the Community and our stakeholder customers
 - ii. Taking the time to understand the needs of customers and their expectations
 - iii. Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients
 - iv. Following up on both positive and negative feedback received
 - v. Considering customer service in all aspects of their duties
 - vi. Continuously looking for ways to improve the level of customer service that you deliver

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- i. Informing - Giving information to the community where instructed
- ii. Consulting - Obtaining community feedback when requested
- iii. Involvement - Engaging directly with the community as directed
- iv. Partnership - Partnering with the community to create solutions
- v. Enabling - Placing final decision making in the hands of the community and Council management

Council staff must recognise the role the community has in helping to set the strategic objectives, program priorities and service levels to be pursued by Council. All staff are required to inform and engage with our customers and the community in the planning and delivery of services that they desire and value as follows:

- Community - ensure that work practices reflect a positive and efficient image of Council in dealing with the public and customers by adopting effective communication and consultation methods, by the use of conflict resolution techniques where necessary and by being sincere and honest in all dealings with members of the community.
- Organisation - ensure a good working relationship across the organisation by open and honest communication, by being prepared to consult other members of the organisation at all levels and by offering assistance as required, within your capabilities.
- Demonstrate an effective, co-operative and consultative communication culture with all staff across the organisation.

Learning & Development (L & D)

Support Coffs Harbour City Council as a high performance organisation by:

- i. Participating in strategic learning and development initiatives
- ii. Undertake and participate in L & D initiatives that directly enhance and/or improve individual performance and contribute to Council's effectiveness
- iii. Take individual responsibility for own learning and engage in professional development.
- iv. Participate in learning and development activities in accordance with Council's Training plan
- v. Work collaboratively with the other staff to identify training needs and appropriate solutions
- vi. To promote learning and mentoring of other staff members and to encourage their development and skills in accordance with Council's training guidelines.

Sustainability

- i. To consider the interconnections between economy, society and environment and whether decisions or actions will have a negative impact on the environment, financially or the community, either now or in the future.
- ii. To apply appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impact on the environment, society and heritage values.

Continuous Improvement

Support the organisational Transformation to Sustainability program by:

- i. Supporting staff and the leadership team in the implementation of new and improved business processes
- ii. Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state
- iii. Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes
- iv. Provide valued team contribution by application of best practice skills and expertise in all facets of the project work.

KEY RELATIONSHIPS

- Section Leader Survey and Design
- Team Leader, Survey and Design
- Senior Engineering Surveyor
- Duty Surveyor
- Project Managers
- Coastalworks Staff.

COMPETENCIES

Qualifications, Knowledge and Experience:

- Diploma in Surveying, Civil Construction (Design) or equivalent.
- Solid (around 3 to 5 years) project experience in survey work (Total station and GPS)
- Demonstrated high level interpersonal, verbal and written communication skills.
- Demonstrated high level keyboard and high level computer skills.

- Demonstrated knowledge and experience in 12D and CAD.
- National Construction Induction Certification (Whitecard)
- Current Class C drivers license.

The following competencies and certifications must be achieved and maintained as current. The ability to perform all tasks associated with the following is an inherent requirement of this position:

- Confined Space certification
- First Aid certificate
- Traffic Control certificate (Blue card)

Personal Competencies:

Workplace behaviour will align with Council's core values. Value driven behaviours include:

CUSTOMER CENTRIC

- Drive for improvement in public services
- Responsive to expectations
- Informative
- Listening
- Courteous and friendly
- Timely delivery

ACCOUNTABILITY

- Self-awareness
- Personal integrity and honesty
- Takes responsibility
- Outcome focused
- Motivated
- Lawful
- Professional

INNOVATION

- Results driven
- Intellectual flexibility
- Accepting of new ideas
- Embraces change
- Suggests and tries new methods
- Broad thinking

COLLABORATION

- Collaborative working
- Inclusive
- Teamwork
- Open minded, sharing information and knowledge
- Giving and taking feedback

EMPOWERMENT

- Mentors and coaches
- Delegates and follows up
- Acknowledges and praises good work
- Develops and trains team
- Communicate to our teams to enhance corporate knowledge