

Position Description

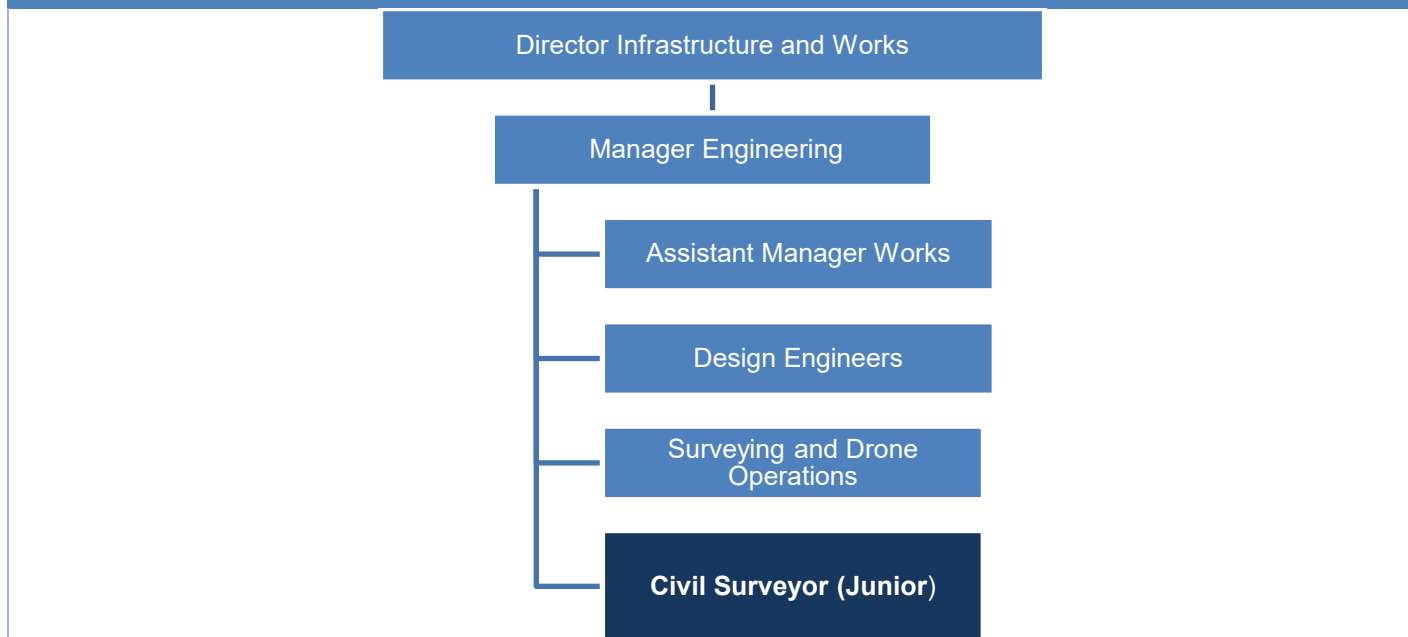
Position Title	<i>Civil Surveyor Junior</i>
Position Code	ENG090
Directorate	Infrastructure and Works
Department	Infrastructure and Works
Reports To	Manager Engineering
Direct Reports:	Nil
Position Classification	Administration/Technical/Trades Band 2, Level 1-2
Position Status	Full-time Permanent
Position FTE Hours	35 hours
Allowances	NIL
Special Conditions	Ad hoc out of hours work may be required to undertake duties.

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to provide professional, accurate and detailed engineering surveys to support Council's works projects as well as contribute to design work required by Forbes Shire Council.

This position will also undertake Drone work in conjunction with other key areas of the business including but not limited to asset management for quarries.

PORTFOLIO STRUCTURE



KEY AREAS OF DELIVERY

KEY AREAS OF DELIVERY	Est. % of time spent
Undertake Survey and set duties as required	70%
Undertake Design duties as required	20%
Administration and support to Council	10%

REQUIRED QUALIFICATIONS, SKILLS & EXPERIENCE

Qualifications:

- Tertiary qualifications (Certificate or Diploma Level minimum) in Surveying or Civil Engineering
- Holder of a Remote Pilot Licence (RePL) or working towards completion of flying hours and demonstrated compliance with Remotely Piloted Aircraft Operator's Certificate (ReOC);

Licences and Compliance:

- Current Class C Drivers Licence

Personal Attributes:

- A solid 'can do' attitude with complex problem solving and solution finding at your core
- High level communication, conflict resolution and negotiation skills
- Results drive – able to set, monitor and adjust projects and work plans to achieve outcomes
- Demonstrates initiative, innovation and a commitment to continuous improvement.
- Maintains professionalism, integrity and accountability in all aspects of work.

- Demonstrated commitment to modelling Council's values and expected behaviours.

Skills and Experience:

- Demonstrated experience as a civil surveyor (Desirable)
- Demonstrated knowledge and understanding of surveying, survey data and working within the construction industry;
- Demonstrated experience with a Total Station and GPS survey equipment, including a GPS Rover;
- Demonstrated high level attention to detail and ability to learn new content rapidly and adapt to an ever-changing project environment;
- Strong focus on practical approaches to safety, and safety management systems and quality control;
- Demonstrated capability and competence in Drone Survey for work for topographical Survey in accordance with CASA regulations or proven ability successfully undertake this training (Desirable);
- Demonstrated high level communication skills including the ability to effectively communicate with a diverse audience and provide high quality stakeholder engagement;
- Demonstrated high level organisation and time management skills including the ability to prioritise multiple work tasks;
- Demonstrated experience with computer drafting programs
- Demonstrated high level proficiency with AutoCAD, Civil 3D and other surveying software and equipment
- IT: Confident in the use of mobile phone applications, basic computer skills for Timesheets, WHS document management and other business requirements

POSITION ACCOUNTABILITIES AND DUTIES

Survey

- Undertake Survey duties in relation to the scope of works on Council civil projects. This includes:
 - Completion of detailed surveys, construction set out, and 'Work as Executed' using GPS, Total Stations, or Drone;
 - Collection of data in the field;
 - Locate existing services, determining levels and locations including via surveying services found from hydro excavation following completion of service locating or dial before you dig.
 - Compliance with regulations, principles and standards e.g. Austroads / Australian Standards
- Use a variety of modern surveying equipment, manual recording, computer-aided drafting programs and databases to collect and record data of geological areas according to project requirements. This will include Drone Survey work.
- Provide construction phase service support. This includes;
 - Set up GPS Base Stations at construction sites for Machine Control, where required.
 - Preparation of Machine Control files for construction machinery, where required.
 - Setout of issue for construction plans as per the design for council civil projects.

- Perform quality assurance checks on design drawings, models and set-out files to confirm accuracy, constructability and compliance prior to onsite use. Assist in the completion of ITPs, by providing level confirmations and verification at construction Hold Points.
- Completion of Work as executed surveys and prepare files to upload to Council's Geographic Information System.
- Undertake and maintain comprehensive field notes in the delivery of construction and project work. This will include: Numerical Values, Sketches and Explanatory Notes;
- Undertake high level care of Council's Survey equipment including transportation, setup, cleaning and storage;
- Assist in the comparison and verification of current measurements to resolve questions of boundary lines where required;
- Communicate with engineers and construction personnel as needed during land development projects to verify geological and property boundary data;
- Assist with peg outs for burials and monument set out as directed.
- Conduct Annual and Biannual Drone Surveys of Council Tips and Gravel Pits in accordance with Councils reporting and management requirements.

Design

- Provide the delivery of detailed survey plans and digital terrain models (DTMs) through the use of computer aided design software.
- Provide the delivery of minor designs in accordance with Australian Standards, AustRoads Guidelines, Roads and Maritime Services requirements, Council's standards as well as other relevant standards and guidelines to achieve cost effective outcomes for Road, Drainage, Water, Wastewater and other relevant works as required;
- Undertake Work as Executed (WAE) drawings as required using AutoCAD, Civil 3D or other equipment in accordance with Australian Standards, AustRoads Guidelines, Transport for NSW, Council's standards as well as other relevant standards and guidelines to achieve cost effective outcomes for Road, Drainage, Water, Wastewater and other relevant works as required;
- Maintain an efficient plan registration database and storage system for all surveys, design plans, works as executed, details and other design records;

KEY RELATIONSHIPS

Internal (Council)	• <i>MANEX, Managers and Supervisors to coach, advise and support</i> • <i>All Departments to ensure policy compliance and consistency</i> • <i>Executives and Governance for contractor management</i>
External (Industry)	• <i>Central NSW Joint Organisation (Central JO) and regional Councils.</i> • <i>Council external contractors</i> • <i>Relevant professional industry bodies.</i>

POSITION CAPABILITIES – Local Government Capability Framework

		 Foundational	 Intermediate	 Adept	 Advanced	 Highly Advanced
Group	Capability Name	Level Required				
 Personal Attributes	Manages Self	Adept				
	Displays Resilience and Adaptability	Adept				
	Act with Integrity	Adept				
	Demonstrate Accountability	Advanced				
 Relationships	Communicate and Engage	Adept				
	Community and Customer Focus	Adept				
	Works Collaboratively	Adept				
	Influence and Negotiate	Adept				
 Results	Plan and prioritise	Adept				
	Think and solve problems	Adept				
	Create and Innovate	Adept				
	Deliver Results	Adept				
 Resources	Finance	Adept				
	Assets and Tools	Advanced				
	Technology and Information	Advanced				
	Procurement and Contracts	Adept				
 Workforce Leadership	<i>Manage and Develop People</i>	Adept				
	<i>Inspire Direction and Purpose</i>	Adept				
	<i>Optimise Workforce Contribution</i>	Adept				
	<i>Lead and Manage Change</i>	Adept				

CORPORATE VALUES

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Forbes Shire Council Code of Conduct. Council's corporate values are listed below:



Authentic

We are trusted, accountable and predictable in all of our engagements.



Connected

We connect with each other, our community and our stakeholders to listen, understand and deliver.



Decisive

We act with clear purpose, plans and sound judgement to courageously create and seize opportunities.



Consistent

We have clear and transparent frameworks and processes governing our directions.

COUNCIL WIDE RESPONSIBILITIES

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that the worker themselves and employees comply with Council's psychosocial safety management plan and foster a culture of positive and proactive management of psychosocial risk;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council in a timely manner and within SLAs.
- Assess and continuously improve work practices and procedures on a regular basis, via consultation and daily practice to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other reasonable duties as directed by the nominated Supervisor;
- Financial delegation as per Council's delegation register.
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

ASSETS

IT Assets

- Access to modern surveying equipment, and computer-aided drafting programs.
- Lone Worker device

Fleet Assets

- Council fleet vehicle available for daily duties
- Mobile Tablet + Cradle (fitted to vehicle)

OTHER REQUIREMENTS

- Australian Drivers Licence
- Australian Working Rights

N.B. These form part of formal employment contract prior to valid offer.

GENERAL

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- You will sensibly and responsibly use all Council issued assets and devices (vehicles, mobile phone, laptop, tablets and lone worker devices and comply with the Workplace Surveillance Policy.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall Organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Full Name of Employee	
Signature of Employee:	
Date:	