

<b>Position Title</b>	Surveyor
<b>Department</b>	City Assets
<b>Unit</b>	Asset Design
<b>Team</b>	Design
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Design
<b>Grade</b>	G
<b>Date Prepared</b>	1/08/2018
<b>Date Last Updated</b>	8/10/2024

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

Perform surveys taking exact measurements in the provision of data relevant to the shape, contour, location, elevation or dimension of land or its features for engineering, land evaluation, construction and other Council purposes.






## Accountabilities

- Conduct surveys as base plans for road engineering, architectural and landscape design documentation.
- Preparation of all data, charts, plots, maps, records, and documents related to surveys.
- Plan and conduct ground surveys designed to establish baselines, elevations, and other measurements.
- Analyze survey objectives and specifications in order to prepare surveys.
- Compute measurements and interpret survey data in order to determine positions, shapes, and elevations of topographic features.
- Assist in the further development of criteria for survey methods and procedures.
- Assist in the future modification and/or procurement of survey instruments.
- Conduct research into surveying methods to ensure Council is using best practice knowledge and techniques.
- Carry out set-out and works-as-executed surveys.
- Complete allocated projects/jobs accurately and efficiently, ensuring surveys comply with standards.

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Technical/ Professional Specialist

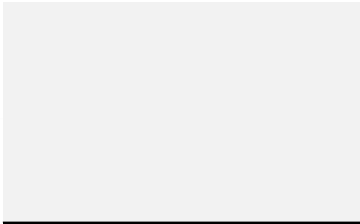
Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Adept
	Display Resilience	Adept
	<b>Act with Integrity</b>	<b>Advanced</b>
	Safety and Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	<b>Adept</b>
	<b>Think and Solve Problems</b>	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 <b>Resources</b>	Finance	Intermediate
	<b>Assets and Tools</b>	Intermediate
	Technology and Information	<b>Intermediate</b>
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Results</b>		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Draws on numerous sources of information, including past experience, when facing new problems</li> <li>• Demonstrates an understanding of how individual issues relate to larger systems</li> <li>• Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports</li> <li>• Uses rigorous logic and a variety of problem solving methods to develop workable solutions</li> <li>• Anticipates, identifies and addresses risks and issues with practical solutions</li> <li>• Leads cross team/unit efforts to resolve common issues or barriers to effectiveness</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region and sector</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Resources</b>		
Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li> </ul>



- Ensures others understand their obligations to use and maintain work tools and equipment appropriately
- Contributes to the allocation of work tools and resources to optimise team outcomes

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

### Qualifications and Experience

#### Essential Qualifications

- Relevant tertiary qualification in Engineering Surveying or similar
- Class C Drivers' License
- WHS construction induction certification

#### Essential Experience

- Minimum of 5 years experience in a similar role
- Demonstrated exceptional level of customer service
- Demonstrated high-level communication skills, both oral and written.
- Ability to work as part of a team and autonomously
- High level of computer skills and related software systems

- Working in a Local Government environment and/or State Govt. Department or Unit conducting similar roles.

### Desirable Qualifications and or Experience

- Experience using various software packages

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>