

Position Title	Senior Surveyor
Department	City Assets
Unit	Asset Design
Team	Design
Supervises	no direct reports
Reports To	Team Leader Design
Grade	H
Date Prepared	1/08/2018
Date Last Updated	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

- Ensure consistency in quality of documentation provided and regularly liaise with Design Team Leader and Coordinator to seek feedback on outcomes and/or specific project requirements.
- 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 allocate and /or prepare surveys.
- Compute measurements and interpret survey data in order to determine positions, shapes, and elevations of topographic features.
- Further develop criteria for survey methods and procedures.
- Manage the maintenance and calibration and/or procurement of all Teams survey instrumentation.
- Conduct research into surveying methods to ensure Council is using best practice knowledge and techniques.
- Carry out set-out and works-as-executed surveys.
- Act as mentor to graduate Surveyors and/or work experience students.
- Act as TeamLeader when required.
- Perform other duties as required by Manager

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 – Senior Technical/ Professional Specialist

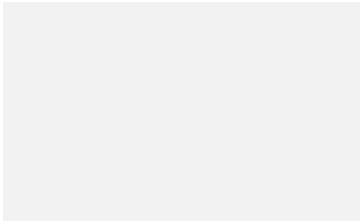
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
	Communicate and Engage	Adept
 Relationships	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
	Plan and Prioritise	Advanced
 Results	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
	Finance	Adept
 Resources	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
	Manage and Develop People	N/A
 People Leadership	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
Results		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Resources		
Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers



- Prepares accurate asset maintenance and replacement costings in line with council plans and policies
- Is aware of asset management risks and actions to manage and mitigate these

* 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 corporate software such as iShare
- Experience using various software packages
- Working knowledge of Federal, State, and Local Government services and responsibilities, e.g. LGP.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
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"/>