



BYRON SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: **Technical Officer Survey & Design**

REPORTS TO: Engineering Surveyor

DIRECTORATE: Infrastructure Services

BRANCH: Works

CLASSIFICATION: Grade 6

STAFF: Nil

CONTACTS:	Internal	External
	General Management and staff at all levels	Customers Consultants Contractors Government Departments Community Organisations

POSITION OBJECTIVE:

To assist the Engineering Surveyor to provide high quality, timely and accurate survey in support of the engineering design team and the operational staff for the completion of the approved Capital Works projects and maintenance activities.

To assist with the supply of survey and design information to staff, consultants, general public, government and other agencies including drafting final work as executed drawings and field placement and retrieval of traffic counters and data.

ORGANISATION VALUES:

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



WE LEAD WITH ENTHUSIASM AND PURPOSE



WE ARE OPEN, HONEST AND RESPECTFUL



WE FOSTER WELLBEING AND CREATIVITY



WE ACHIEVE OUR GOALS AND SUCCEED TOGETHER

KEY RESPONSIBILITIES:**Organisational Relationships**

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Provide accurate survey information through the application of survey skills and cadastral practice, CAD and surveying software operations.
- Set out works as required by the Engineering Surveyor and or Team Leader Infrastructure Planning.
- Archive survey records and systems.
- Competent and available to work as relief Engineering Surveyor with minimal supervision.
- Maintain traffic counter equipment and place in the field as required.
- Maintain and operate workstation tools, small plant and survey equipment.
- Ensure resources (plant and equipment, etc.) are used and maintained responsibly and efficiently.
- Assist with drafting Final Work as Executed Drawings.
- Assist the Engineering Surveyor to achieve key activities schedule from project initiation to completion.

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.
- Apply human resources policies and procedures.
- Participate in and assist to develop a teamwork approach within Infrastructure Planning and the broader Works Team to ensure quality service outputs and team harmony.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices
- Report all risks, hazards, incidents and injuries immediately to supervisor.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools and requirements are followed at all times.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.

QUALIFICATIONS:

- Qualifications in Engineering Surveying and eligible for registration as a Survey Associate, or
- Proven extensive experience in engineering surveying with the ability to achieve the Overall and Key Responsibilities of the position.
- Class C Drivers licence.

- WorkCover Construction Induction Certificate.
- Traffic Controller ticket (Blue Card).

EXPERIENCE:

- Experience in cadastral, geodetic, engineering, topographic and hydrographic surveying.
- Experience in setting out works for construction and maintenance works.

KNOWLEDGE:

- Knowledge of WHS & Environmental legislation.
- Knowledge of Survey Total Station.
- Knowledge of CAD software.
- Knowledge of Drafting, Engineering and Land survey including levelling and site set out, quantity calculation and estimations.
- RTA Guide to Traffic Control at Worksites.
- Field set out of and interpretation of traffic data collection devices – in particular MetroCount.

COMPETENCIES:

Demonstrated ability to;

- Operate Total Station and other survey equipment.
- Operate GPS and mobile devices and or with associated software.
- Use CAD Software.
- Operate computer and relevant software.
- Maintain and operate traffic counters and classifier.
- Process reports of traffic data.
- Produce final drawings for Work as Executed Plans regarding water and sewer pipelines.
- Read and interpret plans.
- Maintain a safe working environment.
- Maintain and operate small plant and equipment.
- Present a positive image of Council.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Apply high level interpersonal skills including the ability to communicate both in writing and verbally.
- Work independently and contribute positively to a team environment.
- Be flexible in your approach to work and adapt well to workplace change.
- Work to timelines within budget.
- Effectively use information technology.
- Participate as an effective team member within the immediate work team and to participate in the corporate environment.
- Provide excellent customer service and deliver quality service outcomes.

SELECTION CRITERIA

Essential Criteria

- Relevant tertiary qualifications in Engineering Surveying, and/or demonstrated experience in engineering surveying.
- Demonstrated experience in providing accurate survey information as required for design works, survey and cadastral investigation and setting out works.
- Demonstrated ability to work with minimal supervision.
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity and Cultural Diversity principles.
- Demonstrated computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, Publisher and PowerPoint).
- Current Drivers Licence.
- WorkCover Construction Induction Card.

Preferred Criteria

- Eligible for registration as a Survey Associate.
- Traffic Controller ticket (Blue Card).
- Implement Traffic Control Plans ticket (Yellow Card).
- Certificate in Confined Spaces.
- Demonstrated working knowledge in GIS mapping systems, metro counter classifiers, traffic engineering computer modelling, Survey Total Station and CAD Software.
- Commitment to and understanding of process improvement and sustainability principles.

PRESENT OCCUPANT: _____

SIGNATURE: _____

SUPERVISOR: Engineering Surveyor

SIGNATURE: _____