

Position Description

Associate Surveyor



Position Title	Associate Surveyor	Role ID	Various
Division	Engineering	Unit	Design
Job Grade	6	Award	35
Reports To	Senior Registered Surveyor		
Revised/Created	Jan 2020 – Revised (New template)		

Primary Objective

- Perform surveying at an advanced level to deliver spatial products for all divisions of Council
- Exercise initiative to solve field problems independently and in an efficient, timely and effective manner.

Values Statement

What We Value

Living and loving the Tweed.

We look after people and places, explore all opportunities and are proud of our passionate approach.

We care about each other, choose to be here, and are in this together.

We have conversations where everyone can contribute and we are willing to have a go.

We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

Organisational Environment

ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

Design Unit

The Design Unit is one of four within the Division and is responsible for preconstruction activities required for the delivery of projects for the organisation including, survey, environmental assessment, and design. Additionally the unit provides property and legal advice and support, and is responsible for maintaining the cadastral and photogrammetry layers of the Council's GIS.

The unit also has carriage of the organisations Project Management System which facilitates the delivery of projects for the Division and organisation.

As the Tweed Shire is a rapidly growing area, the demand for new infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

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The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

The Position

The position provide specialised surveying services involving cadastral, engineering, topographic and GNSS surveys at an advanced level for all divisions of Council.

It is essential that the incumbent possess advanced practical and theoretical knowledge of modern survey equipment with thorough understanding of contemporary field and office survey procedures.

The position requires the occupant to manage multiple survey projects simultaneously with minimal input from Council's Registered Surveyor. Survey projects for the position are allocated by Council's Senior Registered Surveyor. The position uses Council's Information Management Software (ECM/Dataworks) to comply with organisational requirements for document registration and management.

The position has a particular responsibility to ensure that survey projects are undertaken to the appropriate level of precision and in accordance with accepted policies, standards and guidelines. The position will be responsible for making independent decisions and requires the use of technical judgement to determine satisfactory outcomes.

The position is required to perform any other duties as directed by your Supervisor (within broad scope of job grade, skills and training).

The work of the position includes, but is not limited to, the following:

Key Responsibility Areas	Associated Key Duties
1. Survey	<ul style="list-style-type: none">• Interpret survey brief, research spatial data and determine necessary project resources.• Perform cadastral surveys as directed by Council's Senior Registered Surveyor.• Perform GNSS surveys, static and RTK, and process/reduce data.• Perform engineering and topographic surveys.• Manage multiple survey project tasks simultaneously.• Provide specialised survey services to satisfy all project survey requirements.• Ability to independently resolve survey problems in the field.• Innovation required to maximise efficiency of operations within area of responsibility.

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2. Communication	<ul style="list-style-type: none">• Possess good communication skills, both written and oral.• Provide senior officers with information in relation to technical matters.• Liaise with other units within Council in relation to project survey issues.• Liaise with Statutory Authorities to obtain relevant survey information required for the completion of projects.• Employ tact when dealing with members of the public on site.
3. Quality Control	<ul style="list-style-type: none">• Quality assure all executed works within area of responsibility.• Ensure survey data output meets precision requirements for project.
4. Record Management	<ul style="list-style-type: none">• Maintain accurate records of field survey data to satisfy legislative requirements.• Archive captured field digital data in accordance with Design Unit procedure.• Archive processed survey data and resulting products in accordance with Design Unit procedure.

The position requires attention to detail, flexibility and the ability to contribute to the provision of client services across the work of the Unit. Also the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

The position will apply Council's Enterprise Risk Management Policy and Protocol objectives as they relate to the position.

Health Safety and Environmental System (HSES) Responsibilities

In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol all employees are required to perform their duties in accordance with their job category. WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For details of WHS Responsibilities, Authority and Accountabilities, staff and candidates are to refer to the following Protocol:

[WHS Responsibilities, Authority and Accountabilities Protocol](#)

Compliance Training Requirements

In accordance with Council's legislative requirement under the Work, Health and Safety Regulation 2017. New staff will be provided with access to relevant training, information and instruction in order to safely perform their duties.

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Infection Control and Immunisation Requirements

Council requires all incumbents occupying an identified position undertake the course of immunisation outlined in the Infection Control Standard Operating Procedure.

For a complete list of identified positions and recommended immunisations, staff are to refer to the following Standard Operating Procedure:

[WHS Infection Control Standard Operating Procedure](#)

Organisational and External Relationships

Organisational Relationships

- Reports directly to the Senior Registered Surveyor.
- Direct contact with design engineers, civil designers, project engineers, environmental scientists.

External Relationships

- Statutory Authorities.
- Consultants.
- Contractors.
- Members of the public.

Location of Position

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor. Transportation to and from work and to perform the duties of the position, is the responsibility of the employee. When a driver's licence is a requirement of a position, the licence class is included in the Selection Criteria.

Delegations and Authorities

Designated Person

This position satisfies Council's Designated Person's definition and as such the incumbent is required to comply with all requirements associated with a Designated Person as detailed in the Code of Conduct and any variation therefore or successor Codes of Conduct.

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the position.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc. These checks need to be reconfirmed on a regular basis.

Selection Criteria

Knowledge and Competence: (to be addressed in full when making application)

1. Associate Degree in Surveying.
2. Demonstrated knowledge and understanding of survey requirements relating to engineering, topographic and GNSS surveys.
3. Demonstrated ability to perform engineering, topographic and GNSS surveys.
4. Demonstrated knowledge of cadastral surveying and ability to read and understand cadastral plans, and basic ability in redefinition of property boundaries.

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5. Demonstrated advanced skills in survey computer software (preferably Magnet).
6. Demonstrated advanced skills in the use of total station instruments, including adjustment and calibration, and relevant onboard software (preferably Leica).
7. Demonstrated advanced skills in the use of GNSS instruments and relevant onboard software (preferably Leica).
8. Demonstrated ability to manage multiple survey projects simultaneously.
9. Demonstrated knowledge of contemporary best practice surveying procedures.
10. Possess good communication skills, both written and oral.
11. Possess good personal organisational and time management skills.
12. Possess current driver's licence – Car.

Desirable:

13. Knowledge of Council Policies and the requirements of Statutory Authorities as they relate to survey matters.
14. Experience in Geographic Information Systems, and ability to access and manipulate data within a GIS environment.
15. Knowledge of computer aided drafting (preferably AutoCAD).
16. Experience in Local Government.
17. General Construction Induction Card (White Card).

Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values. The table below details the minimum behavioural standards expected of incumbents of this position. [View the full Tweed Shire Council Capability Framework](#)

Personal Attributes	Minimum Standard
Manage Self	Adept
Display Resilience and Adaptability	Adept
Act with Integrity	Adept
Demonstrate Accountability	Adept
Relationships	
Work Collaboratively	Adept
Communicate with a Customer and Community Focus	Adept
Influence and Negotiate	Adept
Results	
Plan and Prioritise	Adept
Think and Solve Problems	Adept
Deliver Results	Adept
Workforce Leadership (supervisory roles only)	
Manage and Develop People	NA