

POSITION DESCRIPTION

Position Title:	Survey Engineer	Position Code:	6-SE
Division:	Infrastructure	Grade:	H
Location:	Dubbo	Hours/Week:	35
Reports To:	Senior Design Engineer		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

- This position is responsible for providing survey capability to the Infrastructure Division. This includes performing feature surveys, construction survey and set out and maintaining all Council owned survey equipment.
- This position also provides the day to day surveying support requirements to assist in efficiently delivering the works programme, including knowledge of the works programmes, manipulation of design data and transferring to field staff and machinery.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Survey, Investigation, Design and drafting project.	<ul style="list-style-type: none"> • Carry out survey, investigation and set out for infrastructure projects using GNSS rover, total station, digital level and ground penetrating radar. • Implement and support the use of GNSS and total station machine control applications. • Carry out survey, investigation, design and drafting of specific design projects using 12d and Microstation. • Co-ordinate and liaise with other respective authorities and agencies during design phase to ensure projects meet objectives • Conduct work as executed survey of projects so that compliance to specifications can be demonstrated and manage the process of handing over collected data to GIS staff for recording of assets in relevant Council registers. • Maintain an inventory list of all survey equipment and accessories. Keep survey equipment well maintained, calibrated, and firmware up to date, ensuring minimal hardware downtime and failures.
Teamwork and Involvement	<ul style="list-style-type: none"> • Participate in Design office and Works Programming meetings. • Regular liaison with the Senior Design Engineer, Project Engineers, Works Supervisors, Manager Infrastructure Strategy and Design, and other Council staff to facilitate efficient and timely project decision-making. • Facilitate induction and information flow to construction teams.
Contract Documentation	<ul style="list-style-type: none"> • Ensure contract documentation meets Council and statutory requirements.
GNSS/Total Station Machine Control	<ul style="list-style-type: none"> • Promote, implement, and support the use of machine control applications.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Provide field staff with familiarisation and training in the use of machine control applications. • Liaise regularly with suppliers and other organisations to keep up to date with the latest trends in Construction Surveying, and periodically make recommendations for system improvements.
Management systems	<ul style="list-style-type: none"> • Follow organisational systems and procedures in the design and delivery of projects and programmes. • Develop and maintain systems as required to improve efficiencies of the role.

Inherent Requirements of the Position

- Class C drivers licence.
- Construction induction (White Card).
- Traffic control tickets.
- This position requires a pre-employment health assessment.
- Willingness to undertake further studies as required.
- This position is required to work indoors and outside, in public and non-public areas as a part of the role, thus a reasonable level of fitness and good manual handling techniques are an inherent requirement of the role.
- Whilst working outdoors, this position is required to wear approved Dubbo Regional Council Personal Protective Equipment.
- The position is provided with a Dubbo Regional Council mobile phone, which must be carried at all times. Personal calls are to be reimbursed regularly.

Selection Criteria

Essential

1. Bachelor Degree in Civil Engineering, Bachelor Degree in Surveying or Bachelor Degree in Spatial Science (Surveying).
2. Extensive practical experience in undertaking surveying.
3. Proficiency in the use of design, drafting and Microsoft Office software. (Council is currently using the following design software packages – 12D, Microstation, and Trimble Business Centre).
4. Excellent interpersonal and conflict resolution skills and the ability to work within a team environment.
5. Demonstrated knowledge and ability to use survey equipment including GNSS rover, GNSS machine control systems digital level, total stations and ground penetrating radar.
6. Well-developed report writing and communication skills.
7. Well-developed organisational and time management skills.

Desirable

8. Extensive construction experience in Local Government civil works.

Organisation Wide Accountabilities

<p>Corporate Values</p>	<p>Creating Community for Today and Tomorrow</p> <p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> ● Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous And Committed ● Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth & Opportunity ● One Team <ul style="list-style-type: none"> ○ Working Together ● Integrity <p>Accountable For Our Actions</p>
<p>Work Health and Safety</p>	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> ● Complying with Council’s WHS policies and procedures ● Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others ● Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours ● Participating in any WHS consultation arrangements ● Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace ● Correctly using all personal protective equipment ● Complying with emergency and evacuation procedures and site rules if applicable ● The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
<p>Sustainability</p>	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
<p>Code of Conduct and Equal Employment Opportunity</p>	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> ● Council’s adopted Code of Conduct. ● Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: