



Position Description

Job Title	GIS / Survey & Design Officer
Division	Engineering Services
Position Number	ES05
Status	Full time – Permanent position
Reports To	Director of Engineering Services
Grade	Grade 9
Date revised	01/06/2015

Position Summary

Coonamble Shire Council's goal is to maintain and improve the services it provides to ratepayers through the effective and efficient management of assets, resources and the environment in response to Community needs. The Council is focused on the provision of customer service and professional excellence.

This position exists to improve the GIS information captured by the Council and provide spatial analysis and queries to satisfy the increasing needs of internal / external stakeholders as well as maintaining operational effectiveness. This position also supports the survey and design of Council's infrastructure and assets.

Objective

To support the development and capture of GIS information for Council's infrastructure and assets through conducting GIS surveys and maintenance of Council's databases and mapping software to ensure the integrity and validity of information. To provide support services to Council's Engineering Services team in the survey and design of infrastructure and assets as required.

Key Responsibilities	Performance Indicators
Ensure that Council's Base Cadastral layer is current by developing and maintaining the base cadastre and other layers within GIS software for the Shire area, using NSW Land Titles and the LPI.	Base cadastre and other layers within GIS software for the LGA are developed, maintained and current. Maintain the Land Information System (LIS) i.e. Civic View Property module
Create additional datasets and revise existing layers of GIS information through the maintenance of layers	Create new layers and maintain existing layers of information including: <ul style="list-style-type: none"> - presentation plots and maps - creation of layers (Thematic mapping) including asset data using COGO functions - detailed documentation for developed layers and metadata; Preparation of cost estimates for the development of each GIS project
Undertake mapping work for internal clients by providing mapping solutions to an agreed brief and train other corporate staff	Provide advice, training and guidance to other staff in the use of GIS computer applications used for design purposes so as to increase competency and productivity within the Council Prepare project briefs to a satisfactory standard
Service the GIS needs of the Council by ensuring maintenance and administration of the GIS system	Effectively utilise the MapInfo editing environment in order to improve the interface for developing map layers and corporate mapping interface Assist in the maintenance of GIS applications so that map layers are stored in an organised and efficient manner
Provide technical support in survey and design areas as directed	Site surveys and field work is conducted with a high level of data integrity and validity Technical designs are completed as directed.
Liaise with consultants, contractors, suppliers, public agencies and other authorities to achieve quality outcomes.	Quality customer service, consultation and public relations ensure a positive and professional image of Council.
Ensure that all critical processes and procedures are documented	Standard operating manuals are developed and maintained if appropriate.
Contribution towards the goals outlined in Council's Delivery Plan and Integrated Planning and Reporting Process	Goals in Council's Delivery plan and IP&R process are met within position scope and as outlined in work plans
Provide excellent customer service to both internal and external customers	Communication and service delivery to internal and external customers is of the highest standard
Prepare information and compile reports as requested.	Reports and information provided is accurate, discrepancies documented and are of a high standard

Key Responsibilities	Performance Indicators
Completion of accurate timesheets with job numbers, daily plant checklists, daily running sheets and other work related documentation.	Timesheets, daily plant checklists, daily running sheets, and incident reports and other associated paperwork are completed accurately and on time.
Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.	Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles	Conduct yourself in a professional manner with both internal and external customers that also adheres to Council's Code of Conduct.
Any other duties as directed by Director of Engineering Services.	Duties completed as instructed

Core Capabilities & Selection Criteria

Ability to manage the key responsibilities for this position and obtained the essential technical requirements as outlined in this position description

Ability to think strategically and with common sense

Ability to achieve results with a businesslike approach

Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills

Demonstrated drive and integrity

Ability to communicate effectively (Oral and written skill)

A sound knowledge of the need to work safely, including WH&S and good environmental awareness

Cultural awareness and sensitivity towards equity and diversity

Technical Requirements	Personal Attributes
<p>Essential Requirements</p> <p>BS (SIS) Surveying or BSc Geography or equivalent or Diploma of Spatial Information Services (TAFE) plus 1 year in local government.</p> <p>Or</p> <p>Demonstrated 5 years' experience as a GIS Officer preferably with local government.</p> <p>Experience in spatial analysis editing and mapping production capabilities including web mapping protocols</p> <p>Exposure to GPS data acquisition for project based work</p> <p>Experience/knowledge of current GPS technology with the ability to plan and execute GPS surveys</p> <p>Demonstrated ability to work unsupervised or as part of a team</p>	<p>Essential Requirements</p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise</p> <p>Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.</p> <p>Ability to adapt to change</p> <p>Desirable Requirements</p>

Technical Requirements	Personal Attributes
<p>Sound organisational and self-management skills</p> <p>Knowledge of GPS machine control applications and familiarity with mobile GPS applications</p> <p>Class C driver's license</p> <p>WH&S Construction Induction (White) Card</p> <p>Desirable Requirements</p> <p>Knowledge or use of RTK and static field survey methods</p> <p>Select/Modify Traffic Control Plans (Red card)</p> <p>Design & Inspect Traffic Control Plans (Orange Card)</p> <p>Experience in assets management systems</p> <p>Completion of relevant training courses and Certificates</p>	

Organisational Relationships and Delegations
<p>Engineering Services and Urban Services Teams</p> <p>All Council Departments</p> <p>Specialist Contractors</p> <p>General Public/Facility Users</p> <p>Delegations: Nil</p>

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:

Name:

Date: