

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Survey Technician		
Position Number:	TBA	Standard Position Hours:	35 Hours
Directorate:	Works and Infrastructure	Unit:	Works and Operations
Salary Grade:	5	Award Band and Level:	Band 2 Level 1
Position Reports to:	Engineering Surveyor		
Staff Management:	Nil		
Budget Responsibility:	Nil		
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure Management
- Open Space and Community Facilities
- Environment and Waste Services

The Works and Operations unit is responsible for provision of the Construction and Maintenance activities relating to Council's civil infrastructure including roads, stormwater drainage, bridges and the airport operations.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The position is required to provide survey services to ensure projects are developed and delivered to high standard and in accordance with Council's quality and WHS requirements.

The primary objectives of this position are to;

- Provide a specialist surveying service to key stakeholders.
- Undertake detail and setout survey for construction, design and maintenance projects.

KEY ACCOUNTABILITIES

1. Provide a specialist surveying service to aid in the completion of construction, maintenance and Infrastructure projects.
2. Provide timely, accurate and precise surveys for the design of project and construction of projects to current industry best practice.
3. Ensure compliance with industry best practice, Work Health and Safety regulations, policies, processes, Surveying and Spatial Information Regulation and the Surveyor Generals and Registrar Generals Directions.
4. Liaise with the Engineering Surveyor, Coordinators and Team Leaders to program survey work flows.
5. Ensure survey equipment is maintained and calibrated in accordance with specifications.
6. Undertake benchmarking and assessment of work practices and methods to ensure that Council applies best practice engineering applications and solutions and ensure continuous improvement.
7. Liaise and engage in a professional manner with key stakeholders, ensuring appropriate consultation processes are undertaken.
8. Ensure that all CRM's are addressed in accordance with Council's policies, procedures and service standards.
9. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
10. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
11. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Diploma of Surveying or equivalent as a minimum.
2. Holder of Work Safely in the Construction Industry Certificate.
3. Demonstrated ability to work in a team environment.
4. Demonstrated knowledge and experience in the use of modern survey instruments.
5. Demonstrated survey experience in a road/drainage construction environment.
6. Well-developed computer skills, including demonstrated competency in the use of MS Office applications and 12d Model software.
7. Demonstrated written and verbal communication skills including the ability to communicate with a range of stakeholders.
8. Demonstrated sound organisational skills, with the proven ability to prioritise and manage multiple tasks and complete work within agreed timeframes and team goals.
9. Class C drivers licence.

Highly Desirable

1. Demonstrated experience in cadastral surveying.
2. Demonstrated experience with least squares adjustment programs and the establishment of survey control networks.
3. Demonstrated experience with Leica branded surveying instruments.
4. Demonstrated experience with heavy plant machine control.

SIGNATURE

Employee

Full Name:

Signature:

Date: