

Position Description

Survey Technician - Stormwater

Position Title	Survey Technician - Stormwater	Role ID	DSSUT2
Division	Engineering	Unit	Design
Job Grade	4A	Award	35
Reports To	Registered Surveyor		
Revised/Created	September 2020 – Created		

Primary Objective

- Perform field and office duties associated with stormwater investigation and general surveying with minimum supervision as directed by Council's surveyors.

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.

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

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

The Position

The position's main duties involve the investigation of stormwater assets within the Tweed Shire area. Which involves surveying stormwater assets with GPS equipment (GNSS) and total stations (TPS) equipment. The underground dimensions of stormwater pits and pipes are also required to be measure through the use of a Ute mounted crane and confined space entry equipment.

The position is also required to conducted traditional survey activities as a field party leader from time to time as directed by council's registered surveyor. This work involves the use of survey instruments including TPS and GNSS equipment and requires good knowledge of associated onboard software and computer based survey software.

It is essential that the incumbent possess a confined space accreditation and is competent in the use of confined space entry equipment.

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. Field and Office Work	<ul style="list-style-type: none">• Undertake stormwater investigation of Council's assets.• Undertake office and field work involving topographic, engineering, hydrographic and construction surveys as directed.• Undertake and/or assist with level surveys.• Analyse and process field data to produce required results for clients, including digital terrain models and final plans.• Perform computer based searches of survey records, plans and files.• Access information on paper archives, GIS, survey control database and property database as necessary to obtain survey information.• Perform office-based duties including cadastral and engineering data input.• Refer to relevant Acts and Regulations within the scope of the expected work performance.
2. General Survey Activities and Maintenance	<ul style="list-style-type: none">• Operate Council's surveying equipment and associated software efficiently to achieve desired outcomes.• Utilise Council's engineering software to interface with survey instruments, process field data, and perform survey computations and calculations.• Routinely adjust and calibrate instruments.
3. Field Party Leadership	<ul style="list-style-type: none">• Supervise and lead survey field party as directed.• Demonstrate and encourage a team work environment.• Supervise field assistants in the performance of surveys.• Reduce field data and process information.

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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.

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

- Maintenance Gangers and Engineers, Surveyors and Registered Surveyors

External Relationships

- General public as required

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.

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Selection Criteria

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

1. Current Vehicle Licence – Car.
2. Possess a confined space accreditation and is competent in the use of confined space entry equipment.
3. Maintain a current First Aid and CPR accreditation.
4. Demonstrated literacy, numeracy and general education at a level usually associated with completion of Year 12.
5. Demonstrated knowledge of the activities involved in surveyors field work.
6. Demonstrated knowledge of survey instruments and equipment. In particular Leica equipment.
7. Physical and mobility capabilities necessary to carry out rigorous survey field work.
8. Demonstrated knowledge of WHS principles associated with survey work.
9. Demonstrated ability to work as part of a team.

Desirable:

10. Experience in the investigation of stormwater assets and other underground services.
11. Experience in the use of small cranes.
12. Demonstrated knowledge of Microsoft Office in particular Microsoft Excel.
13. 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	Intermediate
Influence and Negotiate	Foundational
Results	
Plan and Prioritise	Adept
Think and Solve Problems	Adept
Deliver Results	Adept
Workforce Leadership (supervisory roles only)	
Manage and Develop People	Intermediate

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