

Position Description

Survey Assistant



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|------------------------|---------------------|----------------|-------------------------|
| Position Title | Survey Assistant | Role ID | DSSUA1 |
| Division | Engineering | Unit | Infrastructure Delivery |
| Job Grade | 3A | Award | 38 |
| Reports To | Registered Surveyor | | |
| Revised/Created | May 2022 – Revised | | |

Primary Objective

- To assist in carrying out accurate survey work and asset investigation as a member of the survey team to the requirements of Infrastructure Delivery Unit's clients.

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

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.

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Infrastructure Delivery Unit

The Infrastructure Delivery Unit is one of four within the Division and is responsible for the efficient and effective delivery via day labour construction or external contract of infrastructure and other projects. To achieve this, the Unit provides survey, design, construction expertise and resources plus contract document preparation, supervision, administration and procurement advice to the organisation. The Unit includes Council's PMO which champions best practice project management across the organisation.

The Unit also manages Council's remaining operational and non-operational quarries.

As the Tweed Shire is a rapidly growing area, the demand for 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.

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

The Position

The position reports to the Registered Surveyor and is a member of the Survey Section with the Infrastructure Delivery Unit.

The survey section carries out a full range of survey activities including topographical, engineering, cadastral, GPS and construction set out surveys. The position is primarily field based providing assistance to a surveyor or survey technician. The position is required to assist in the preparation and execution of survey duties as directed by senior survey staff. This work includes preparation for field work, instrument set up, basic survey observations and maintenance of survey equipment.

The position can also involve assisting in the investigation of council assets within the Tweed Shire Council area. Which requires the underground dimensions of council assets (pits and pipes) to be measured through the use of a Ute mounted crane and 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 Survey | <ul style="list-style-type: none">• Assist in field duties for cadastral surveys.• Assist in field duties for engineering surveys.• Assist in field duties for topographic surveys.• Assist in field duties for hydrographic surveys. |

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| | <ul style="list-style-type: none">• Assist and/or undertake level surveys.• Assist in undertaking above and underground investigation of council asset. Eg stormwater |
| 2. Office Survey Activities | <ul style="list-style-type: none">• Perform office search of survey records, plans and files.• Access information on GIS.• Assist with office-based duties including data entry of measurements and dimensions into Microsoft Excel. |
| 3. General Survey Activities and Maintenance | <ul style="list-style-type: none">• Assist with maintenance of survey instruments and associated equipment. |

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 to 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

- Surveyor and Registered Surveyors

External Relationships

- General public as required

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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.

Selection Criteria

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

1. Current Vehicle Licence – Car.
2. Demonstrated literacy, numeracy and general education at a level usually associated with completion of Year 10.
3. Demonstrated knowledge of the activities involved in surveyors field work.
4. Demonstrated knowledge of survey instruments and equipment.
5. Physical and mobility capabilities necessary to carry out rigorous survey field work.
6. Demonstrated knowledge of WHS principles associated with survey work.
7. Demonstrated ability to work as part of a team.

Desirable:

8. Possess a current First Aid and CPR accreditation.
9. Possess a confined space accreditation and be competent in the use of confined space entry equipment.
10. Experience in the use of small cranes.
11. Possess a current NSW Boat License.
12. Demonstrated knowledge of Microsoft Office in particular Microsoft Excel.
13. Demonstrated basic understanding of office procedures including filing and personal computer use.
14. 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 | Foundational |
| Display Resilience and Adaptability | Foundational |
| Act with Integrity | Foundational |
| Demonstrate Accountability | Foundational |
| Relationships | |

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| Work Collaboratively | Foundational |
| Communicate with a Customer and Community Focus | Foundational |
| Influence and Negotiate | N/A |
| Results | |
| Plan and Prioritise | N/A |
| Think and Solve Problems | Foundational |
| Deliver Results | Foundational |
| Workforce Leadership (supervisory roles only) | |
| Manage and Develop People | N/A |