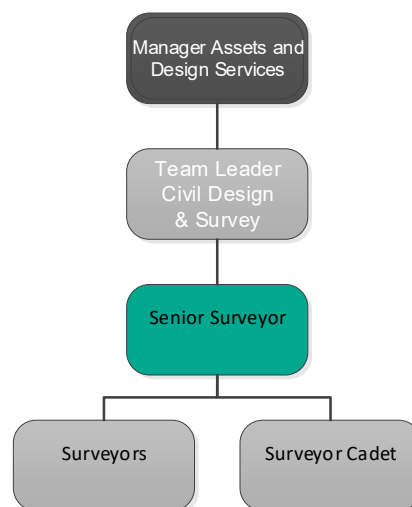


Position Description

Position Title	Senior Surveyor
Position Number	36104
Division/Directorate	Growth and Finance
Branch	Assets and Design Services
Grade	17
Band and Level	Band 3 / Level 3
Special Requirements	RTA Traffic Control Certificates WHS Construction and Induction Certificate Current Drivers Licence
Physical and Environmental Demands	Ability to carry out site inspections and field work
Reports To	Team Leader – Civil Design & Survey
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Liveable - Strong and integrated connections between our people and our services Balanced - Providing sustainable and responsible solution that enhance our heritage and natural environment.

Reporting Structure



Position Purpose
Provide effective and efficient survey services across Council.
Key Results Area
<p>Inspire Direction – Communicate Goals Priorities and Vision and recognise achievements.</p> <p>Develop Capability in Others – Engage and motivate staff and develop capability and potential in others.</p> <p>Lead Change – Support, promote and champion change, as well as assist others to engage with change.</p> <p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.</p> <p>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</p> <p>Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.</p>
Key Duties & Responsibilities
<ul style="list-style-type: none"> • Display Councils Core value of Leadership, including all aspects of staff management, guidance and the demonstration of role model behaviours. • Assist in the coordination of survey operations across the organisation, coordinating the day-to-day operations of the survey program to ensure staff and contractors are organised to deliver works required. • Undertake survey services including topographic, cadastral, burial peg outs, construction and monument set out and support, work-as-executed surveys, including associated plan preparation and administrative works. • Manage procurement of consultants for the delivery of engineering surveys for Council projects where outsourcing is required & act as a primary liaison officer with external consultants. • Work with internal staff to develop & agree on survey and design briefs to meet project/client objectives. • Ensure quality measures are implemented for council survey works such as establish control networks, Works-as-Executed plans, administrative controls etc. • Provide professional, customer service focused advice on surveying matters, Including the provision of advice in legal proceedings, arbitration, or court cases related to land surveying matters where required. • Maintaining current industry knowledge in land-related regulations, legislation, and surveying standards in NSW to ensure compliance, adherence, and best practices. • Conduct audits to ensure the quality of work meets standards. • Provide cost estimates for survey works on internal and external projects & lead survey resources to ensure timely delivery of the projects. • Research, investigate, and prepare relevant information for use in surveying tasks. • Maintain survey equipment • Approve Monumental Works • Contribute to the development and review of policy and procedures and branch budget process. • Maintain current knowledge of legislation, policy and procedures that impact upon all aspects of the role. • Other relevant duties which may be required by the Team Leader or Manager from time to time. • Demonstrate a strong customer focus which is accurate, responsive, timely and courteous • Continuously display Councils Corporate Core Values of Leadership, Innovation, Safety, Partnership, Commitment and Customer Focus.

WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

1. Bachelor of Surveying, territory qualifications or recognised equivalent.
2. Registration as a Land Surveyor with the Board of Surveying & Spatial Information NSW which includes annual CPD compliance or on the path to being registered.
3. Experience in surveying using modern surveying instruments and technologies including GPS
4. Demonstrated ability to manage multiple projects and achieve outcomes within budget and to defined timelines
5. Proficiency in Microsoft Office computer applications
6. High-level knowledge and experience in conducting 3D topographic surveys for civil infrastructure and open space projects.
7. Advanced proficiency in using Computer-Aided Design software, including AutoCAD Civil 3D and Stringer.
8. Strong customer/community service focus
9. Excellent written and oral communication skills, including the ability to relate well within the organisation and with external stakeholders, report writing, and negotiation skills.

Desirable Criteria	
<ol style="list-style-type: none"> 1. Experience in the investigation, and design of road, drainage, traffic, stormwater and environmental works. 2. Previous Local Government Experience 3. Traffic controller qualifications 4. Sydney Water accredited 	
Prepared By:	Team Leader Civil Design & Survey
Date Prepared:	December 2024
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Employee Name:	
Employee Signature:	
Date:	