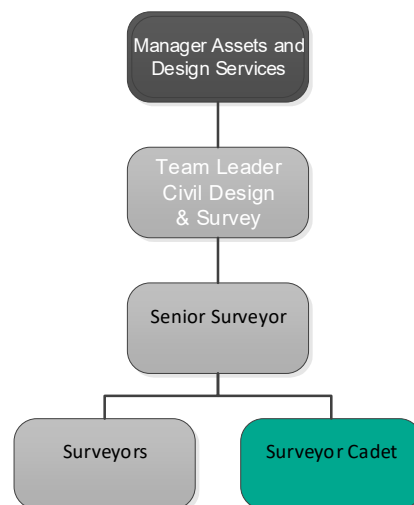


Position Description

Position Title	Surveyor Cadet
Position Number	36103
Division/Directorate	Growth and Finance
Branch	Assets and Design Services
Grade	T4-T10
Special Requirements	WHS Construction and Induction Certificate
Band and Level	Band 1 Level 1
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial, and environmental demands. Refer to the TIA for further information.
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>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"> • Develop skills to assist in carrying out accurate engineering surveys using modern instruments, including Total Stations and GPS. • Develop skills to support the creation of survey plans and digital terrain models (DTMs) under supervision. • Provide aid in construction set out and establishment of control networks. • Assist in producing Work-As-Executed (WAE) plans. • Contribute to the maintenance of spatial data and survey records. • Assist with peg outs for burials and monument set outs as directed. • Provide general support to the Design Team as required. • Develop knowledge of current legislation, policy and procedures that impact upon all aspects of the role. • Develop skills & knowledge to contribute to the development and review of policy and procedures. • 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
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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	
<p>All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.</p> <p>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.</p>	
Essential Criteria	
<ol style="list-style-type: none"> 1. Completed a minimum of 2 years of an undergraduate degree in Bachelor of Surveying, Bachelor of Engineering (Surveying) or related qualification. 2. Basic understanding of modern survey equipment (e.g., Total Stations, GPS). 3. Basic knowledge of survey and spatial data software (e.g., AutoCAD, Civil 3D). 4. Effective communication skills, both written and verbal. 5. Proficiency in Microsoft Office Suite. 6. Strong attention to detail and ability to follow instructions. 7. Current driver's licence (Full, Provisional P1 or Provisional P2) 	
Desirable Criteria	
<ol style="list-style-type: none"> 1. Experience using modern survey equipment (e.g., Total Stations, GPS). 2. Experience in the investigation and design of road, drainage, traffic or stormwater works. 3. Previous survey experience. 4. Traffic controller qualifications 	
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:	