



## Position Description and Performance Agreement

### Engineering Surveyor

<b>Position No:</b>	IS049DM
<b>Position Classification:</b>	Grade 14
<b>Status:</b>	Full Time
<b>Position Revised on:</b>	May 2014
<b>Position Written by:</b>	Design and Mapping Services Manager
<b>Division:</b>	Infrastructure Services
<b>Branch:</b>	Design and Mapping Services
<b>Reports to:</b>	Design and Mapping Services Manager
<b>Incumbent:</b>	
<b>Start Date:</b>	

#### Special Conditions:

#### 1 POSITION CRITERIA

##### 1.1 Essential academic qualifications:

- Degree in Surveying or equivalent

##### 1.2 Essential Licences and/or Certificates:

- Class C Licence

##### 1.3 Other Requirements/Experience:

- Five years experience in engineering surveying & cadastral surveys & the associated calculations
- Experience with total station equipment, electronic data recorders, high accuracy Global Position Survey units and survey software
- Experience in computer aided drafting
- Experience in Landmark Software or equivalent
- Experience in Auto Cad Software
- Boating Licence would be an advantage

##### 1.4 Personal Attributes:

- Leadership ability
- Ability to organise survey field party
- Communication ability
- Self-motivated
- Ability to encapsulate the engineering requirements of a project
- Ability to achieve deadlines
- Neat, tidy appearance



- Work unsupervised
- Ability to liaise with officers of other Government & Private bodies

## **2 OBJECTIVES OF POSITION**

- 2.1 Provision of accurate and relevant survey information for investigative design and construction of various projects associated with Council's Works Program.
- 2.2 The determination of type and extent of field information necessary to enable design staff to carry out their function in an efficient and cost effective manner.
- 2.3 Conduct surveys and present information to Council Officers for various studies being conducted by the Council.

## **3 KEY ACCOUNTABILITIES**

- 3.1 Detail and level surveys for design purposes, eg; upgrading roads, kerbs and gutter, storm water drainage, sewerage etc
- 3.2 Set out for construction purposes, prior to and during construction
- 3.3 Surveys for the preparation of studies and reports required by the Council and other government agencies, eg; flood surveys, river erosion and foreshore surveys for bank stabilisation and flood mitigation works
- 3.4 Works as executed surveys as required for any projects undertaken by Infrastructure Services
- 3.5 Produce survey plots for design purposes using computer aided design drafting systems (CADD)
- 3.6 Carry out high accuracy Global Positioning Surveys on large scale projects
- 3.7 Carry out cadastral surveys (define property boundaries using deposited plans & field reference points)

## **4 SCHEDULE OF DUTIES**

- 4.1 Carry out surveys, utilising electronic data measuring equipment to enable presentation of plans for design or reporting purposes  
Carry out calculation and prepare plans from field work, utilising computer aided drafting or other equipment as appropriate
- 4.2 Establishment of field control on work sites of Council projects and provision of survey information to enable construction to plan
- 4.3 Proper care and maintenance of equipment and vehicle
- 4.4 Undertaking of Cadastral Surveys for Council projects and investigations
- 4.5 Maintenance of Level Control Network and BM Register in Council's area
- 4.6 Assist with general enquiries

## **5 OUTPUT MEASURES**

- 5.1 Accuracy and comprehensiveness of work
- 5.2 Efficiency of operation
- 5.3 Completion of work within agreed time schedules
- 5.4 Presentation of completed works

## **6 W H & S RESPONSIBILITIES**

- 6.1 Hawkesbury City Council is committed to ensuring the health and safety of all who contact our works. As a Self Insurer, Hawkesbury City Council has in place a comprehensive Work Health Safety and Injury Management (WHS&IM) System. This System provides processes and procedures for workers and visitors to manage health and safety in the workplace.

As an employee of Council, there are certain responsibilities, authorities and accountabilities (RAAs) which are identified as part of the terms and conditions of your employment. RAAs are supported by Council's WHS&IM System Element 001 WHS Responsibilities which identifies actions to be taken, and the standards to be achieved. These RAAs are non-negotiable in terms of compliance.



## 7 ETHICAL CONDUCT

- 7.1 Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

## 8 EQUAL EMPLOYMENT OPPORTUNITY

- 8.1 Comply with the requirements of the Anti-Discrimination Legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

## 9 CORPORATE AND STATUTORY OBLIGATIONS

- 9.1 Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

To commit to and embrace the objectives of the Hawkesbury Community Strategic Plan - Shaping Our Future, and to be accountable for participating as appropriate in the allocated Operational Plans designed to deliver on the identified objectives as directed.

## 10 PERFORMANCE AGREEMENT

- 10.1 I acknowledge that my performance will be assessed at least annually, based on the performance measures contained within this document and Council's Management Plan.

I am fully aware of the terms of this position description and I agree to deliver the requirements of the key result areas to the best of my ability.

**This Position Description will be reviewed annually in line with Council's adopted Management Plan. Key result areas and performance measures may change depending on the priorities identified in the Management Plan.**

Employee

Date

I acknowledge that my role is to ensure that every opportunity is made available to the employee to meet the requirements of this Performance Agreement, including training, team support and regular performance appraisals.

Manager

Date

### Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.