

POSITION DESCRIPTION



POSITION	POSITION NUMBER
Survey Officer	1093
CLASSIFICATION	LOCATION
Band 5	Phoenix Building
DEPARTMENT	DIVISION
Design and Survey	Infrastructure and Environment

Position Objectives

The position forms part of the Infrastructure Unit located within the Infrastructure and Environment Division. The position of Survey Officer reports directly to the Survey Leader.

This position is part of the service within Council that produces engineering feature surveys for the use by Council's designers for the Capital Works program for road, footpath and drainage projects. The survey service also coordinates the provision of vehicle crossing permits

- To provide an efficient and accurate engineering / land surveying service for Council's Survey Design Team including other internal and external clients.
- To provide an effective and efficient Vehicular access / building line level service to all public clients.
- Implement and maintain information, procedures, training, controls and systems that ensures the business objectives of Infrastructure & Assets and Council are achieved.

Key Responsibility Areas

Survey Data Production

- To compile and assist in the establishment of survey information, to produce reduced data, using manual or computerised / electronic equipment, recording all features and services required by the client.
- Compile existing Survey data and Title boundary information and record in an accurate reference format.
- Determine accurately all survey marks and relationship to survey instrument lines and datum levels.

To work in a team with the Survey Leader to:

- Estimate survey time allocation for projects.
- Investigation and search of field markers.
- Placing of marks at survey points. (i.e. pegs, spikes, nails etc.)
- Use an Automatic Level to read a staff and book readings.
- Use of a Total Station and data recorder for collection of information using Council's survey codes.
- Collect and record all relevant information to commence and complete a survey so that the information is accurate and meets designers and clients requirements on time.
- Convert raw survey data into reduced data electronically and edit information into a presentable manner to enable jobs to be designed.
- Perform other survey-related tasks and miscellaneous duties as required by the Survey Leader and Coordinator Design and Survey.

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- Present and record information and drawings in an acceptable manner.
- Perform survey computations under guidance from the Survey Leader.

Setout for Construction

- Setout road, kerb & channel and drainage designs as required by the Designer and / or Construction Company under the guidance of the Survey Leader.
- Estimate survey time allocation with the Survey Leader for Setout projects.
- Under guidance of the Survey Leader define title boundaries of Council properties and reserves for the purpose of planning future development and classification. (Not registered title pegs)

Maintenance of Survey Information & Equipment

- File and index all complete jobs, both raw and reduced data.
- Collate and file survey information and Vehicular Crossing applications.
- Maintain survey equipment in an acceptable working order to Q.A standards.

General

- Manage relevant administrative functions in support of the ICT Corporate System Administrator.
- Be proactively involved in the development of Council's corporate system used for the processing of Vehicle Crossings etc. including business analysis & improvement of business practises.

Vehicle Crossings/Street Level Information Service

- Process applications for proposed crossings.
- Survey existing conditions on site.
- Draw up specifications for proposed crossings.
- Set appropriate levels for Vehicle crossings to suit street designs.
- Carry out formwork inspections to ensure Council assets are constructed to detail and to a suitable standard.
- Liaise with contractors or owners in regard to their application.
- Maintain Vehicle Crossing Applications database and update when necessary.

REPORTS TO:	DIRECT REPORTS:
Survey Leader	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: Infrastructure and Environment Staff Other Council Staff	External: Private Surveyors Private Clients DELWP Consulting Engineers and Designers Builders and Contractors Concretors Ratepayers / Community Regional Roads Victoria Service Authorities

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Accountability and Extent of Authority

- Exercise discretion within scope of policies and procedures.
- For production of survey information as required by the Design Team, other Departments and external clients.
- Inform consultants, contractors and outdoor employees on construction of projects in regard to survey information.
- Ability to follow guidelines and procedures and perform tasks within set timelines.
- Provide formal input into policy development associated with the area of Vehicle Crossings

Judgement and Decision Making

- Use the method or procedure required for the nature of the works to be carried out, from a range of available alternatives.
- Utilise previous survey experience and training to improve job efficiency and cope with problem solving.
- Act on information given by the Survey Leader and Team Leader Design & Survey when required.

Specialist Skills and Knowledge

- Ability to use modern survey equipment and instruments and Survey / Engineering software.
- Knowledge and experience of surveying methods, practices and precedent.
- Practical ability to assess survey / engineering situations to determine a solution.
- Determine understanding of unit responsibility to unit's wider organisation goals.
- Ability to set appropriate street design levels for construction of footpaths and vehicle crossings.
- Be proficient in the use of software, personal computers & associated equipment

Management Skills

- Management skills to plan, co-ordinate and organise work for survey team set by the Team Leader Design and Survey, to achieve set outputs / deadlines in the most efficient way.
- To have a basic understanding of procedural and administrative matters in a team environment.

Interpersonal Skills

- Good verbal and written communication skills required for dealing with clients.
- Good liaison skills for information collection and resolution of minor surveying problems with other Authorities and clients, ratepayers, builders and contractors.
- Ability to prepare routine correspondence and reports as required.

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Qualifications and Experience

- Demonstrated practical surveying ability, commensurate with a minimum of 3 years experience.
- Experience with computer-aided survey, AutoCad drafting software and general use of a computer including Microsoft programs
- Ability to perform as a team member
- A current Victorian Drivers Licence

SELECTION CRITERIA

- Sound knowledge and a minimum of 3 years experience in production of engineering feature surveys.
- Demonstrated practical ability to use modern survey equipment and instruments and Survey / Engineering / Drafting software.
- An ability to manage time, set priorities and organise own work program in the most efficient and effective way possible to enable completion of projects within set timelines.
- Excellent interpersonal and team working skills including the ability to interpret enquiries or complaints from the public and to investigate, solve and advise appropriately in a timely, accurate and courteous manner.
- Excellent written and verbal communication skills.
- Ability to work as an effective team member and perform the role of a Survey Leader when required.