Position Description

A. POSITION PROFILE

Position:

Survey & Design Officer

Position Evaluation:

Salary System Grade: 11

Conditions of Employment:

Australian Citizen or Right to Work in Australia
Local Government (State) Award 2017
Full Time

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

Deputy General Manager

Section/Group:

Technical Services

Location:

Cootamundra ☐ Gundagai ☒

Direct Supervisor:

Manager Technical Services

Number of staff supervised by this position:

0

B. STATEMENT OF FUNCTION

Assist in the survey, drafting, estimating and design requirements for the construction and maintenance of Council's infrastructure including roads, footpaths, drainage and recreational assets.

C. KEY RESPONSIBILITIES

1. Carry out detailed Engineering Surveys including construction set out using dumpy / automatic levels, theodolites, electronic distance measurement equipment, total station and other similar survey equipment.
2. Complete Engineering Design Operations as required on rural roads, urban streets and other civil infrastructure.
3. Develop and produce maps/plans as required.
4. Ensure compliance with Councils Policies, Procedures, Systems and processes as well as legislative requirements relevant to the position. Including but not limited to Workplace Health and Safety, Equal Employment Opportunities and Code of Conduct.
5. Any other duties as directed and considered relevant to the role and area of responsibility.

D. DUTIES

1. Assist with the management of infrastructure contracts including but not limited to roadwork's, stormwater, cycle ways, bitumen reseals and asphalt works ensuring adherence to best practice industry standards.
2. Undertake a range of field based activities to broaden skills/expertise to achieve positional/departmental outcomes.
3. Assist with contract works including the research/preparation of tender documentation and specifications.
4. Assist with the preparation of civil design plans, specifications and estimates for a range of civil design projects.
5. Assist with the research/provision of advice and knowledge regarding new technologies and management practices.
6. Assist with inspections of construction works to confirm compliance with design documentation.
7. Assist with undertaking works in accordance with Council's Strategic Plan, Delivery Program and Operational Plan.
8. Assist Public Utilities and other Authorities, the public, user groups and staff regarding engineering matters to achieve mutual goals and outcomes.
9. Ensure corporate records are fully and accurately captured and maintained to comply with legislative requirements and business needs.
10. Ensure corporate information is captured within Council's business systems adhering to record keeping policies and procedures.
11. Carry out any other duties according to of the employees' skill, competence and training, or as directed by your supervisor.

E. ESSENTIAL CRITERIA

1. Qualifications relevant to the role e.g. Associate Diploma in Civil Engineering or equivalent experience.
2. Qualification or Relevant experience in Survey & Design
3. Demonstrated interest/work experience in pursuing a career in an engineering discipline.
4. Proficient in the use and application of MS Office and Design Software Programs eg. AutoCAD Civil CAD, 12D, GPS/UTS Survey Control etc, Engineering software or similar.
5. Proficient to operate and maintain all survey and drafting equipment and designated office equipment
6. Demonstrated experience in the use and application of the Microsoft suite of products (in particular, Word and Excel).
7. Demonstrated drive & integrity. Ability to develop productive working and interpersonal relationships, customer orientation and team skills.
8. WHS Construction Induction (NSW White card).
9. Current NSW Class C Drivers Licence or equivalent (Red P's acceptable).
10. Working knowledge of roles and responsibilities under the WHS Act 2011.

F. DESIRABLE CRITERIA

1. Willingness to undertake training as required in associated courses essential to the role.
2. Experience in Local Government
3. Demonstrate ability to lead and work effectively in a team and independently.
4. Solid time management, planning, financial, administrative and computer skills including Microsoft Office.