

POSITION DESCRIPTION



Position Title	TECHNICAL OFFICER – SURVEY AND DESIGN
Position Code	P115-1
Salary System Grade	Grade 3
Approved Date	18 July 2017 – P. Higgins

Primary Purpose of the Position

The Technical Officer – Survey and Design carries out surveys, including uploading information onto drafting and design programs; produces relevant drawings and design works for construction; sets out designed works; and provides WAE of completed works.

Job Specific Key Accountabilities



The following Job Specific Key Accountabilities provide a high level description of the outcomes that the incumbent of this position is expected to deliver. These accountabilities are outcomes focused, and should be considered alongside Council's **Our People Capability & Behaviour Framework**:




1. Maintain currency with technological advances and changes in survey and relevant industry related codes, standards and legislation and makes recommendations on cost effective ways to utilise that technology in the Section where appropriate.
2. Undertake surveying, lead a field party, utilise survey equipment and place and install traffic counters.
3. Locate Survey Controls, such as Benchmarks and State Survey marks and maintain survey equipment.
4. Demonstrate an understanding of the survey data required to investigate/design Council Infrastructure and be able to set out works including basic control and recovery pegs.
5. Convert survey data into survey plan format using Council software and from this data, use design programs to produce plans for approval and construction of Council Infrastructure in accordance with Council Policy, Austroads, AusSpec and RMS Guidelines.
6. Utilise and assist other staff in the use of drafting and design programs, including AutoCAD, CIVIL3D, Field Work.
7. Maintain the survey vehicle, plotter, the plan records room, technical library and registers.
8. Use Council's GIS system to provide useful information to both internal and external customers including bringing GIS information into drawing and design programs and export information to GIS.
9. Organise and update Survey and Design documents.
10. Any other such duties that are commensurate with the employee's skill level, competency and training.

Key Capabilities

The Muswellbrook Shire Council **Our People Capability & Behaviour Framework** applies to all Council employees. This position requires the following level of capabilities and behaviours in accordance with the Framework:



The following 3 capabilities have been selected from the Framework at the level indicated above, as **Key Capabilities** for this job. Key Capabilities are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the typical behaviours expected to be displayed in this position and should be read considered alongside the Job Specific Key Accountabilities:

Muswellbrook Shire Council Capability Framework	
Group and Capability	Capability & Behaviour Descriptors
 <p>Collaboration: - Work within a team environment, cooperate with others and consider the needs of others to achieve shared goals</p>	<ul style="list-style-type: none"> Engage with others to share information and knowledge achieve the best outcomes Provide support to team members in challenging situations Collaborate to find solutions that contribute to positive, mutually satisfactory outcomes
 <p>Accountability: - Be responsible for own actions, act within levels of authority, and understand and apply legislative frameworks and policies</p>	<ul style="list-style-type: none"> Be accountable for your own actions Act within delegation of authority levels, and work within legislative frameworks and policies Understand the application of safe work practices, consider and address risks in daily operations
 <p>Achievement: - Achieve quality outcomes in line with organisational objectives</p>	<ul style="list-style-type: none"> Plan and use the available resources to complete work tasks within acceptable budget, timeframes and standards Understand objectives and prioritise work accordingly Identify and suggest system or process improvements within your own functional area

Key Tickets, Qualifications and Other Skills

1. Degree and/or Diploma in Surveying and/or equivalent, with previous relevant work experience.
2. Ability to work in a team environment, with demonstrated problem solving and conflict resolution skills
3. Demonstrated intermediate competence in the use of MicroSoft Office software (or equivalent), and competence in the use of AutoCAD, CivilCAD, CIVIL3D of equivalent.
4. Working knowledge of the applicable Acts and regulations and intermediate competence in the use of various relevant standards, specifications and guidelines.
5. Demonstrated knowledge of the principles of Workplace Health and Safety, and Equal Employment Opportunity
6. Current Class C NSW Drivers Licence
7. Demonstrated experience and/or capability to deliver the Job Specific Key Accountabilities (above).
8. Demonstrated **Developed** key capabilities as defined in the Key Capabilities Table (above).