



## INFORMATION PACKAGE

### POSITION VACANT

### REGISTERED SURVEYOR

REF NO: ESC233

**CLOSING DATE: 4.30PM MONDAY 27 MAY 2019**

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Geoff Armstrong on (02) 4474 1251, or David Sledge on (02) 4474 1319



**Collaboration Respect Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Councils recruitment team on (02) 4474 1016.



## Position Description

### Registered Surveyor


Position Code	051
Division	Infrastructure Services
Location	Based from Council's main office, Moruya
Band/Level	Professional / Specialist Band 3 Level 3

### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

<b>Our values</b>		<b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the sources.
		<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
		<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

To plan and assist in the delivery and maintenance of infrastructure works by undertaking and preparing plans of survey for the acquisition of land and/or easements for roads drainage, water, sewerage and other public purposes.

## Main duties and key result areas (KRA)

1. To undertake cadastral surveys and prepare Plans of Survey to accommodate:
  - road widening, opening and closures;
  - drainage, sewerage and water easements;
  - subdivision for Council purposes;
  - other cadastral work.

*KRA: Plans of Survey prepared are suitable for registration at the Land Titles Office without the need for reworking. Number and nature of requisitions received from LTO. Plans are timely.*
2. To undertake engineering and detail surveys and produce plans of existing terrain, services, buildings and cadastre to suit the clients needs.

*KRA: Projects are defined and documented in accordance with surveying data specification. Design is interpreted to identify surveying data. OHS requirements are incorporated into project risk management. Projects comply with relevant legislation and organisational policies. Project completed with agreed time frame.*
3. To supervise the Survey Assistant including provision of on-the-job training.

*KRA: Adequate supervision provided, including compliance with OHS, EEO and award provisions. Formal annual appraisal completed each year. Time sheets are accurate.*
4. To maintain survey equipment.

*KRA: Survey equipment maintained to the standard required by the Survey Practice Regulations.*
5. Provide regular feedback to the Manager to ensure continual improvement of the efficiency and effectiveness of the services provided by the section.

*KRA: Constructive input to be provided to assist in the continual improvement of an effective and efficient service by the section.*
6. Provide technical expertise in the review and update Council policies and procedures relating to survey requirements, interpretation of legislation and technical information.

*KRA: Council policies and procedures relating to survey requirements meet best practice standards and comply with relevant legislation. Technical advice is up-to-date and is provided in a timely manner.*
7. Update Councils GIS registered parcels layer with new data via new deposited plans supplied to Council by the LPI.

*KRA: New deposited plans are processed in a timely manner.*

8. Within area of responsibility, ensure
  - the application of EEO and Diversity principles, and
  - the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.

*KRA : WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Registered with the Surveyors Board of New South Wales.
2. Demonstrated knowledge and experience in engineering survey work including:
  - survey of roads, drainage and other civil works;
  - preparation of base plans;
  - construction set-out;
  - survey and plan preparation for work-as-executed;
  - determination of cadastral boundaries.
3. Significant cadastral surveying experience.
4. Highly skilled with total stations, robotic stations, data controllers, and with GPS systems and methodologies.
5. Demonstrates skill with Microsoft Office, 12D and AutoCAD software in performing efficient calculations and processing for project data.
6. Demonstrated knowledge and understanding of land law, conveying and mapping and other relevant statutory legislation.
7. High level of written and oral communication skills.
8. Able to work harmoniously in a team environment.
9. Current Drivers Licence
10. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

**The requirements outlined in Council's Policies and Codes of Practice  
apply to all employees of Council.**

**EMPLOYEE:** Vacant Position  
**SUPERVISOR:** Geoff Armstrong  
**DATE:** May 2019

## CONDITIONS OF EMPLOYMENT

Position Title:	Registered Surveyor
Reference Number:	ESC209
Grading:	Grade 17 of Council's salary system
Salary Range:	In the range of \$1,718.99 to \$1,839.15 gross per week comprised of: * \$1,569.85 to \$1,679.59 base salary, plus * 149.14 to \$159.56 superannuation (calculated at 9.5%)
Vehicle:	A fully maintained Council vehicle for to/from home use is available with this position.
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Hours of Work:	Full-time, 35 hours per week. Office hours are: 8.30am to 4.30pm Monday – Friday  ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.
Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave Entitlements:	4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.  3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.



ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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