

POSITION DESCRIPTION

POSITION: Engineering Surveyor	
DIRECTORATE: City Infrastructure	GROUP: N/A
SECTION: Asset Services	REPORTS TO: Senior Engineering Surveyor
GRADE: E	EMPLOYMENT TYPE: Permanent Full-Time
HOURS/WEEK: 35	POSITION No.: 416, 417
DATE: March 2025	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE GROUP/SECTION

Our Asset Services Section is responsible for surveying, undertaking civil designs and preparing environmental and associated approvals for infrastructure projects, as well as providing asset data support services to the organisation.

POSITION OBJECTIVES

- To provide support to the leadership team of the City of Coffs Harbour (the "City") on the establishing of a high-performance organisation through the development of its people and processes.
- Demonstrate a commitment to City's core values and promote the image of the City as an efficient organisation.
- Plan and execute detailed engineering surveys, set out of works and preparation of Work As Executed (WAE) plans, enabling the planning, design, construction, operation, and maintenance of City assets and associated civil engineering projects.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Plan, investigate and perform accurate detailed engineering surveys in a timely manner.
- Liaise and co-ordinate with service / utility locators to locate and survey underground services and utilities.
- Ensure timely, accurate and precise engineering construction set out work.
- Manage relevant survey data.
- Accurate survey pick-up and preparation of works as executed plans.
- Assist Senior Traffic Officer with traffic surveys / counts including traffic instrument reports and management of traffic survey/counters equipment.
- Maintain and calibrate survey equipment.
- Maintain survey vehicles, ensuring they are stocked with required equipment.
- Prepare simple designs and engineering drawings for engineering projects to appropriate engineering standards.
- Provide survey advice to external contractors and plant operators.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

- Senior Engineering Surveyor
- Project Managers
- Team Leader Survey and Design
- Section Leaders Planning and Delivery
- Other staff.

OTHER POSITION REQUIREMENTS

- Based on a 35-hour week, the ordinary hours of work will generally be between 06:00 and 19:00, Monday to Friday. Actual start times and finish times within this span will be arranged with the People Leader. Ordinary hours worked outside this span as agreed will attract the appropriate shift penalty in accordance with the Award and the City's procedures.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- Subject to operational requirements you may be required to be on-call outside of normal hours, with payment as per the Award.
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - Meal Allowance
 - Travelling Allowance
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Yarrila Place, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working indoor and/or outdoor, along with computer work. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to

maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. Appropriate WHS standards will be applied for all manual handling activity. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Diploma in Surveying, Civil Construction (Design) or equivalent qualification.
- Sound experience in surveying
- National Construction Induction Certification (White Card)
- Current Class C Drivers Licence.

Desirable

- SafeWork NSW Traffic Control Cards
- Confined Space certificate
- First Aid certificate

CAPABILITIES

- Competent technical skills in survey work: a working knowledge of detailed engineering surveying, land surveying, land titles, preparation of detailed survey plans, construction set-out and preparation of WAE plans, drafting and CAD applications.
- Minimum 3 years experience.
- Demonstrated high level interpersonal, verbal and written communication skills.
- Strong customer service and stakeholder management skills.
- Proven competence in the use of Total Station and GPS equipment.
- Demonstrated computer literacy in relevant software.
- Demonstrated knowledge and experience in 12D and CAD.
- Desirable ability to prepare engineering designs for civil infrastructure.

Position Demands Analysis

Engineering Surveyor

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	0
Light work lifting 4.5-9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	1
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	1	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	3	Balancing	0
Very Heavy work lifting >45.5kg	0	Walking for extended periods	3	Hearing above background noise	2
Repetitive Lifting	1	Walking on uneven ground	2	Depth perception	0
Pulling Loads > 5kg	1	Frequent bending / stooping	1	Colour vision	1
Pushing loads > 5kg	0	Shovelling / digging	1	Fine manipulation	1
Lifting with trunk twisting	0	Throwing	0		

USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	0	Reflective vest	3
Hard hat	1	Protective eyewear	3	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	1		

EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	0			Odours	1
Liquids	0			Mists / Fumes	1
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	1
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	1
Working with solvents	0			Possible exposure to blood / bodily fluids	0

PHYSICAL/PSYCHOLOGICAL					
Inside work	1	Working near machinery	1	Slippery surfaces	1
Outside work	3	Operating machinery	0	Low light areas	1
Confined spaces	0	Vibration	1	Shift work	0
Working alone	1	Working at heights	1	Use of computer for screen based activities	1
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temps < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	2	Fatigue	1		