POSITION DESCRIPTION

POSITION: Engineering Surveyor	
DIRECTORATE: City Infrastructure	**GROUP:** N/A
SECTION: Asset Services	**REPORTS TO:** Senior Engineering Surveyor
GRADE: E	**EMPLOYMENT TYPE:** Full-Time
HOURS/WEEK: 35	**POSITION No.:** 416, 417
DATE: November 2026	

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 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.

Document Set ID: 6091297
Version: 3, Version Date: 02/11/2026

POSITION OBJECTIVES

Undertake engineering and construction surveying activities to support the accurate and timely delivery of the City's civil infrastructure projects and maintenance activities, applying sound technical knowledge, surveying practices and quality assurance requirements.

Deliver assigned surveying work in accordance with established priorities and technical direction, including engineering surveys, construction set-out, spatial data collection and Work-as-Executed documentation, while maintaining accurate survey information and supporting effective project delivery.

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

Document Set ID: 6091297
Version: 3, Version Date: 02/11/2026

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.

Document Set ID: 6091297
Version: 3, Version Date: 02/11/2026

KEY AREAS OF RESPONSIBILITY

- Plan and undertake assigned engineering and construction surveying activities in accordance with work priorities, relevant standards and project requirements, including technical direction and work allocation provided by the Duty Surveyor.
- Undertake field surveys, site investigations and spatial data collection to support civil infrastructure planning, design, construction and maintenance.
- Prepare and undertake construction set-out activities using approved designs, survey control and technical data, ensuring accuracy and compliance with project requirements.
- Undertake survey pick-up of constructed assets and prepare Work-as-Executed (WAE) plans and associated documentation for review by the Duty Surveyor.
- Collect, process and maintain accurate survey data, digital models, survey control information and associated records.
- Prepare survey plans, technical drawings, quantity calculations and associated documentation in accordance with relevant standards.
- Interpret engineering drawings, specifications and design information, identifying discrepancies requiring further technical advice.
- Liaise with project staff, construction personnel, contractors and service authorities to coordinate assigned surveying activities and provide technical advice.
- Identify and manage surveying and construction risks, referring complex or specialist matters to the Duty Surveyor or Senior Engineering Surveyor.
- Operate and maintain surveying equipment, vehicles and associated resources, ensuring they remain safe, serviceable and appropriately calibrated.
- Contribute to improvements in surveying practices, digital workflows and quality assurance through ongoing learning and professional development.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Senior Engineering Surveyor
- Duty Surveyors
- Team Leader Survey & Design
- Engineering Designers
- Infrastructure Construction and Coastal Works staff
- Project Managers
- Asset Services staff
- Other City teams and staff

External

- Construction contractors and subcontractors
- Utility locators and service authorities
- Surveying consultants and technical service providers
- Other external project stakeholders

Document Set ID: 6091297
Version: 3, Version Date: 02/11/2026

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 and finish times within this span will be arranged with your People Leader. Shift penalties in accordance with the Award will apply for ordinary hours worked at the following times;
  - Weekdays outside of 06:00 to 19:00 – 20%
  - Saturdays – 25%
  - Sundays – 50%.
- 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).
- This position will be provided with the following vaccinations:
  - Hepatitis A & B
  - Q Fever
  - Tetanus
- 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, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly outdoor environment and using a computer is considered a core component of the role. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

Document Set ID: 6091297
Version: 3, Version Date: 02/11/2026

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Diploma in Surveying, Civil Construction (Design) or an equivalent relevant technical qualification.
- Relevant practical experience in engineering and construction surveying.
- National Construction Induction Certification (White Card).
- Current Class C Driver Licence.

Desirable

- Experience in surveying for civil infrastructure projects within local government.
- Demonstrated experience using 12d Model, 12d Field and CAD software such as BricsCAD or AutoCAD.
- Demonstrated experience using Leica Total Stations, Controllers and GPS equipment.
- Eligibility for membership of an appropriate professional surveying or spatial science body.
- Current First Aid Certification.
- Confined Space Certification.
- Working from Heights Certification.
- Traffic Control Certification.

CAPABILITIES

- Sound knowledge of engineering and construction surveying principles, survey control, construction set-out and spatial data collection.
- Ability to plan and undertake assigned engineering surveys and associated field investigations in accordance with established priorities and technical requirements.
- Ability to interpret engineering drawings, specifications and survey information and apply them accurately to construction and field surveying activities.
- Ability to operate surveying equipment and use relevant software, including digital surveying systems, CAD applications and spatial data management tools.
- Ability to collect, analyse, process and maintain accurate survey data, plans, digital models and associated technical records.
- Ability to prepare construction set-out information and Work-as-Executed documentation in accordance with relevant standards and technical direction.
- Ability to identify surveying, construction and spatial data discrepancies and exercise sound technical judgement in determining when additional review or guidance is required.
- Effective communication and interpersonal skills, including the ability to work collaboratively with surveyors, designers, construction personnel and project stakeholders.
- Ability to organise and complete assigned surveying tasks efficiently while maintaining appropriate safety, quality and documentation standards.
- Commitment to continuous learning, professional development and improvement of surveying practices, systems and processes.
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Document Set ID: 6091297
Version: 3, Version Date: 02/11/2026

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 *All Lifting to be undertaken using effective risk based manual handling techniques.*					
Sedentary work lifting 0 - 4.5kg	1	Elevating arms above shoulder height	2	Climbing to access / exit excavations	1
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	1	Sitting for extended periods	1	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	3	Balancing	0
Repetitive Lifting	2	Walking for extended periods	3	Hearing above background noise	2
Pulling Loads > 5kg	0	Walking on uneven ground	3	Depth perception	2
Pushing loads > 5kg	0	Frequent bending / stooping	3	Colour vision	3
Lifting with trunk twisting	0	Shovelling / digging	1	Fine manipulation	3
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	3	Dust Mask / Respirator	0	Reflective vest	3
Hard hat	2	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	1		
EXPOSURES					
CHEMICALS		**CHEMICAL NAME/TYPE**		**BIOLOGICAL**	
Dusts	1			Odours / Mists / Fumes	1
Liquids	1			Possible exposure to sharps	1
Herbicide spraying	0			Possible exposure to Q Fever	1
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	1
				Possible exposure to plant pathogens	1
PHYSICAL/PSYCHOLOGICAL					
Inside work	2	Working near machinery	2	Slippery surfaces	1
Outside work	3	Operating machinery	0	Low light areas	1
Confined spaces	1	Vibration	0	Shift work	0
Working alone	1	Working at heights	1	Use of computer for screen-based activities	2
Working with hot substances	0	High Temperatures > 38 degrees	1	Prolonged driving periods > 2hrs	1
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	2	Fatigue	1	Threat / attack from animals / wildlife	1

Document Set ID: 6091297
Version: 3, Version Date: 02/11/2026