



SHIRE OF  
**HARVEY**

### Team work

We are a united team who works together towards a common goal.

### Integrity

We are empowered and accountable when making decisions.

### Excellence

We are committed to an exceptional customer experience.

### Leadership

We are adaptable and responsive in our leadership.

### Respect

We are respectful of our history and work together to build our future.

## Engineering Technical Officer – Survey (Graduate)

### Our vision

Together, towards an even better lifestyle.

### 1. Position details

Directorate:	Infrastructure Services	Level: 3 to 4
Reports to:	Senior Engineering Technical Officer	
Supervision of:	Nil	
Significant Working Relationships:	Director Infrastructure Services Engineering Services Team Contractors	

### 2. Position summary

Assist in the coordination of civil engineering and survey projects from concept to completion, including civil design contracts, grant projects, internal projects and major Government utility projects.

### 3. Community strategic objectives



## 4. Our values

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**Excellence** - We are committed to an exceptional customer experience.

**Respect** - We are respectful of our history and work together to build our future.

## 5. Key duties and responsibilities

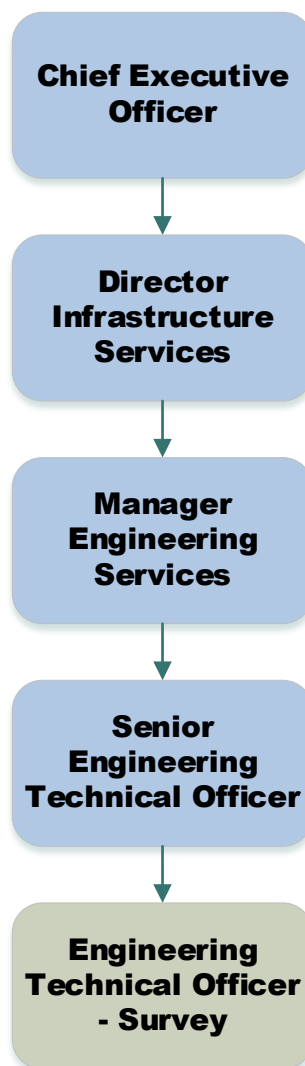
Key functions	Specific duties
Survey	<ul style="list-style-type: none"><li>• Assist with undertaking feature surveys including construction set out for numerous civil, and other, construction works.</li><li>• Liaise with public utilities and assess proposed works for compliance with Australian and Shire Standards and Agreements.</li><li>• Assist with the collection of data. (e.g. Asset and Survey data) as required.</li><li>• Ensure tasks/projects undertaken are in accordance with the Shire's policies, procedures and legislative requirements, including Work Health and Safety, award requirements and Equal Employment Opportunity.</li><li>• Provide information and technical advice, verbally and with correspondence to counter, phone and written enquiries on matters pertaining to the position as required.</li><li>• Assist with the manipulation of aerial and vector imagery for design and survey requirements and for internal stake holders as required.</li><li>• Assist with the preparation of Google Sketch up artist impressions for presentations and agenda reports as required.</li><li>• Undertake onsite survey works (design, construction and as-constructed drawings).</li></ul>
Other	<ul style="list-style-type: none"><li>• Reasonable duties commensurate with classification level.</li><li>• National Crime Check.</li><li>• Current "C" Class Drivers Licence.</li></ul>
Organisational	<ul style="list-style-type: none"><li>• Work in accordance with the Shire's Work Health and Safety and risk management principles.</li><li>• Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.</li></ul>

- Create and capture records of work activities in line with policies and procedures.
- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

## 6. Extent of authority

Operates under the direction of the Senior Engineering Technical Officer and Manager Engineering Services within guidelines, policies, operational practices and procedures established by the Shire.

## 7. Your team



## 8. Position selection criteria

### Essential

1. Relevant experience and/or tertiary qualifications in civil engineering surveying.
2. Experience in digital survey of roads, car parks, drainage and recreational infrastructure.
3. Well-developed analytical and problem solving skills relating to engineering systems.
4. Developed written and oral communication skills, including the ability to deal with public enquiries.
5. Knowledge of computer applications such as Microsoft Office, Computer Aided Drafting (CAD) and Geographical Information System (GIS).
6. Demonstrated proficiency with survey instruments.

### Desirable

1. Knowledge of asset management principles and practices.
2. Experience with Microsoft Word, Excel and Outlook.