



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 or Student)

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 Supervisor Engineering 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



Diversified
Economy



Connected
Communities



Protected Natural
Environment



Sustainable Built
Environment



Effective Civic
Leadership

4. Our values

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

Integrity - We are empowered and accountable when making decisions.

Leadership - We are adaptable and responsive in our leadership.

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

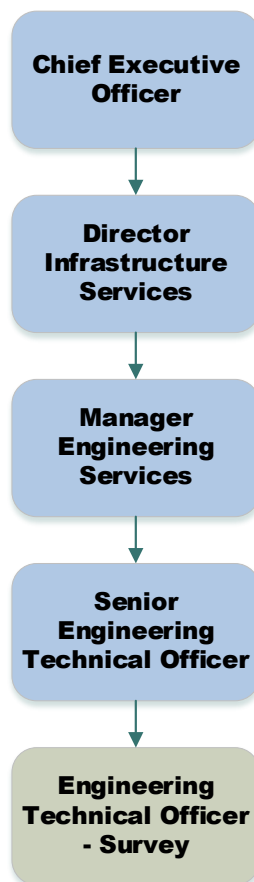
Key functions	Specific duties
Survey	<ul style="list-style-type: none">• Assist with undertaking on-site survey works including feature surveys, as-constructed surveys, and construction set out for numerous civil, and other, construction works.• Assist with the collection of data. (e.g. Asset and Survey data) as required.• Process and analyse survey data using software such as Magnet Office, Magnet Field, AutoCAD, and assist with the manipulation of aerial and vector imagery for design and survey requirements and for internal and external stake holders as required.• Maintain accurate records and ensure integrity of data.• Liaise with public utilities and assess proposed works for compliance with Australian and Shire Standards and Agreements.• Collaborate with the Infrastructure Services team to achieve project goals and deadlines and participate in site visits and meetings as required.• 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.• Provide information and technical advice, verbally and with correspondence to counter, phone and written enquiries on matters pertaining to the position as required.
Other	<ul style="list-style-type: none">• Reasonable duties commensurate with classification level.• National Crime Check.• Current "C" Class Drivers Licence.
Organisational	<ul style="list-style-type: none">• Work in accordance with the Shire's Work Health and Safety and risk management principles.

- Work in accordance with the Shire’s defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.
- 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 (or working towards)

1. Relevant experience and/or tertiary qualifications in civil engineering surveying, and/or currently enrolled in a Surveying and Spatial Information course or a related qualification (Diploma of Surveying).
2. Experience in digital survey of roads, car parks, drainage and recreational infrastructure.
3. Developed written and oral communication skills, including the ability to deal with public enquiries.
4. Knowledge of computer applications such as Microsoft Office, Computer Aided Drafting (CAD), Surveying applications such as Magnet Office and Magnet Field, and Geographical Information Systems (GIS).
5. Demonstrated proficiency with survey instruments.

Desirable

1. Knowledge of asset management principles and practices.
2. Well-developed analytical and problem solving skills relating to engineering systems.
3. Experience with Microsoft Word, Excel and Outlook.