

Senior Cadastral Survey Technician

Position Description

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| Directorate | Infrastructure Planning | Department | Property and Commercial Services |
| Reports To | Team Leader Cadastral Survey | Direct Reports | No |
| Queensland Local Government Industry Award - State 2017 -Stream | Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services | Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level | Schedule 1, Level 4 - 5 |

Position Purpose

This position will undertake and complete cadastral survey activities for the planning, design and construction of council's infrastructure to ensure departmental objectives and project outcomes are achieved.

Position Context

Having regard for the varying scope and complexity of work required to be performed by a Senior Cadastral Survey Technician, this position has been approved as a broad-banded position. The intent is to allow the appointment of team members at an appropriate level based on their professional experience and the complexity of the tasks they will manage independently.

Key Responsibilities and Outcomes

As a Senior Cadastral; Survey Technician and member of the Property and Commercial Services team you will:

- Perform and complete cadastral surveys in accordance with relevant legislation and council's policies and procedures.
- Undertake geodetic, leasing and cadastral surveys by the researching, collecting, reinstating, manipulating and setting out of the data required.
- Operate specialised surveying instruments including GPS/GNSS, Total Station and Automatic Level.
- Undertake accurate traverse surveys, perform interpretation and analysis of survey data and data calculations including reinstatements.
- Undertake a range of survey activities utilising specialised surveying CAD software applications, such as 12D, AutoCad and SurvaCad.
- Supervision of the survey assistant in the field to ensure data capture is performed accurately.
- Contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.

- Perform administration duties and engage proactively with key stakeholders including council departments, external agencies and service authorities to ensure service outcomes are achieved in relation to assigned projects.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values, expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

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| <i>Budget</i> | N/A |
| <i>Delegations</i> | Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register |

Knowledge & Experience

- Sound knowledge and experience of geodetic, leasing and cadastral surveys.
- Sound knowledge and application of relevant legislation and statutory requirements.
- Demonstrated mathematical skills to undertake moderately complex data calculations and reinstatements.
- Proficiency in the use of survey equipment, instruments and specialised survey CAD systems.
- Strong time management skills and the ability to manage conflicting priorities and meet deadlines.
- Strong people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels.

Qualifications

- Associate Degree or Degree in Spatial Science Technology (Surveying) or equivalent or demonstrated relevant experience.
- Registration with the Surveyors Board of QLD.
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Current C class driver's licence.

Success Profile

Level 4 - To perform at this level the team member will bring:

- Perform and complete Cadastral Surveys in accordance with legislation and Council's policies and procedures.
- Completion of assigned tasks under regular direction; receives direction on job requirements and work; is subject to progress checking.
- Ability to perform interpretation and analysis of survey data and data calculations under regular supervision,
- Sound knowledge of relevant legislation and statutory requirements relating to Cadastral surveys

Level 5- To perform at this level the team member will bring:

- Perform and complete complex Cadastral Surveys in line with legislation and Council's policies and procedures.
- Completion of assigned tasks under general direction; receives general instruction covering broader aspects of work which is subject to final checking and progress checking as required.
- Ability to perform interpretation and analysis of survey data and data calculations under minimal supervision.
- Demonstrates comprehensive knowledge and application of relevant legislation and statutory requirements relating to Cadastral surveys and land tenure.
- The ability to communicate effectively with internal and external stakeholders relating to general surveying queries.

Remuneration and Progression

Positions will be established with a range of Level 4 to Level 5, and team members will be appointed based on their demonstrated skills and experience commensurate with this framework.

Progression between Levels 4 and 5 will not be automatic. Reviews will be scheduled with each team member annually. Progression will be assessed on an individual basis with justification provided to the Manager for their consideration utilising the Senior Cadastral Survey Technician Broad Banding Review Form, referencing the criteria outlined at each Level under this framework.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.