

POSITION DESCRIPTION

POSITION: SURVEYOR

NAME:

OFFICE: ALL

POSITION PURPOSE: To provide surveying and related services to the company and its clients in a professional and cost effective manner

REPORTS TO: OFFICE MANAGER

SUPERVISES: FIELD STAFF

GENERIC RESPONSIBILITIES:

- ❖ Maintains a high standard of personal presentation at all times whilst a company representative.
 - ❖ Maintains a record of work undertaken for the submission, each day, of a wages/salary claim sheet (WSFMA027) to itemise the days activities.
 - ❖ Is conversant with the requirements of the Company's workplace health and safety manual (WSQM Q004) and carries out all duties with the full awareness of the health and safety of oneself and fellow workers at all times.
 - ❖ Monitors and offers ideas for improvement of all relevant work processes.
 - ❖ Carries out all responsibilities in accordance with the Company's procedures and work instructions as laid down in the Company Policy Statement and the Quality Manual (WSQM Q003)
 - ❖ Treats clients, fellow staff and members of the public with respect and courtesy at all times.
 - ❖ Works co operatively as part of the WS Group team.
 - ❖ Holds information belonging to the company and to clients in the strictest confidence.
 - ❖ Is punctual and diligent in attending one's place of work
 - ❖ Ensures the effective communication of information and instructions both verbally and through the company's communication systems.
 - ❖ Notifies his/her immediate Supervisor or Office Manager as early as possible if delayed or unable to attend work for any reason so that alternative arrangements can be made.
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- ❖ Ensures that adequate notice is given to management when required to be absent for any period for personal/business reasons. eg Doctor, dentist, solicitor, bank etc.
 - ❖ Uses company equipment for work-related purposes only, unless otherwise authorised by one's supervisor.
 - ❖ When responsible for company equipment, ensures it is properly operated and maintained.

SPECIFIC DUTIES:

- ❖ Carries out cadastral (under supervision if not licensed) and engineering surveys as directed
- ❖ Leads field parties in a professional and cost effective manner
- ❖ Creates and maintains accurate records of all surveys
- ❖ Ensures that equipment is calibrated and maintained in accordance with industry standards.
- ❖ Ensures that field assistants are kept gainfully employed at all times
- ❖ When working in the field, ensures that private and public property is respected at all times
- ❖ Other duties as directed from time to time.

PROFESSIONAL DEVELOPMENT:

- ❖ Ensures that Statutory Registrations and Memberships of Professional Bodies remain current.
- ❖ Demonstrates commitment to keep up-to-date with statutory changes and technical advancements.

TRAINING:

- ❖ Ensures that every advantage is taken of all training opportunities provided.
- ❖ Ensures that any training deficiencies identified in the Performance Review Process are addressed promptly.
- ❖ Is proactive in identifying and communicating to management one's training needs and those of subordinate staff
- ❖ Participates effectively in in-house training programs

RESPONSIBILITIES:

- ❖ Supervision of field staff in day to day activities

QUALIFICATIONS:

- ❖ Relevant University Degree
- ❖ Registration as an Associate Surveyor or Surveyor under the Surveyors Act 1977
- ❖ Current Queensland Class 'C' Drivers License

SPECIAL SKILLS:

- ❖ Proficiency in the use of the company's GPS and Total Station equipment
- ❖ Proficiency in the processing of field data to enable final drafting of survey plan
- ❖ Maintenance of field and computer records in accordance with the Surveyors Act and the company's QA procedures.