

## Position Description | Survey Technician

**Reports to** Survey Team Lead  
**Branch** Napier

### Duties of the Employee

As a Survey Technician, you are responsible to the Directors of Cheal Consultants Ltd for the following:

### Technical Role Description

- a) Generation of plans using surveying software to Cheal CAD standard and Quality Management standards.
- b) Surveys, including but not limited to, building setout, civil works setout, deformation monitoring and topographic surveys.
- c) Processing survey data and preparing Land-On-Line e-Survey documentation
- d) Assist the Surveyor or Engineer in the field, as and where requested.
- e) Maintain field equipment and consumables, ensuring that such equipment is fully stocked, prepared and suitable for use and keeping in good order.
- f) Prepare equipment for all field work through liaison with the Survey Manager or their delegate.
- g) Assist with maintenance of company vehicles, ensuring they are kept at a standard which reflects the professionalism of the Company.
- h) Keep accurate records of consumables used in the field and keep the Field Surveyor fully informed for invoicing purposes.
- i) Maintain a reminder system for the calibration of relevant equipment and liaise with suppliers to send equipment away.
- j) Searching Land Information NZ legal survey data.
- k) General office/maintenance duties as required.

### General Duties/Responsibilities as an Employee

- l) Adhere to the Cheal Quality Management Programme and its policies/procedures at all times.
- m) Close liaison with colleagues on job progress and particularly any indications that deadlines/targets might not be achieved.
- n) Complete timesheets on at least a daily basis to ensure accurate and up to date records are maintained.
- o) Any other tasks associated with your role as reasonably delegated by a Team Leader, Manager or Director of Cheal.

**Qualifications Required**

- Relevant NZ Surveying experience

**Technical Competencies**

Please note that this list of competencies is intended as a guideline and is in no way exhaustive. The Employer may from time to time introduce new and/or change the types of equipment and software it uses. The Employee will be expected to adopt such changes on the understanding that where appropriate, the Employer shall provide training and guidance.

- *Essential*  
Proficient in the use of Microsoft Office software applications (Word, Excel, Outlook)  
Experienced in the use of GNSS equipment (both Leica and Trimble systems)  
Experienced in the use of Total Stations/Robotic instruments (Leica preferable)  
Experienced in the use of Digital Level  
An understanding of AutoCAD/AutoDesk software
- *Desirable*  
Experienced Land online user  
A high level of proficiency in 12D Model

**Other Requirements**

- Full New Zealand Driving Licence
- A reasonable level of fitness is required for this position which may involve the following activity/ies :
  - A hammer for banging in survey pegs
  - Walking over uneven/steep terrain for lengthy periods whilst surveying

## Core Competency Requirements

The core competencies focus on leadership and are critical to the success of our business. The ongoing demonstration of these competencies is expected as part of employee performance and is assessed under the Cheal Performance Management System. Competencies describe 'the how' – the means, skills and behaviours used to reach the results.

Below is the list of competencies that are expected as part of every role in the business. A picture of what each of these competencies 'looks like in action' is also provided through the description of observable behaviours.

<b>Professionalism</b>	<ul style="list-style-type: none"> <li>Adheres to the highest level of professional standards in both work performance and personal behaviour/presentation</li> <li>Demonstrates professionalism, strong ethics and confidentiality regarding business information, processes and products</li> <li>Demonstrates integrity through open and honest interactions with colleagues and clients</li> <li>Takes pride and ownership in work</li> <li>Promotes Cheal Consultants Ltd externally and is an advocate for the business at all times</li> <li>Demonstrates a sense of urgency and commitment to meeting deadlines.</li> </ul>
<b>Customer Service / Client Relationships (both internal and external)</b>	<ul style="list-style-type: none"> <li>Establishes and maintains effective relationships with clients and gains their trust and respect</li> <li>Inspires clients' confidence by demonstrating depth of expertise and experience</li> <li>Consistently acts with clients in mind</li> <li>Delivers practical, high quality services and solutions with significant attention to detail</li> <li>Strives to ensure quality outcomes by meeting internal quality service standards and agreed commitments, resulting in satisfied clients and repeat business – delivers on a promise</li> <li>Arrives on time for client meetings</li> <li>Goes the extra mile to accommodate clients' needs</li> <li>Is courteous and professional in all dealings with clients</li> <li>Takes proactive steps to ensure clients are informed of progress, and problems are managed and resolved in a timely manner</li> <li>Follows up on outstanding work and seeks feedback from clients on work delivered to ensure that the client is satisfied</li> <li>Acts with a sense of urgency to produce results with quick turnarounds (within specifications)</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Works cohesively as a member of the Cheal team by sharing information and offering assistance to other team members.</li> <li>Is co-operative and is seen by others as a 'team player'</li> <li>Encourages collaboration</li> <li>Easily gains the trust and support of peers</li> <li>Can solve problems with peers with a minimum of fuss</li> <li>Participates actively in the team aspects of the business</li> <li>Is consistently among the first to volunteer to help others succeed</li> </ul>

<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Communicates effectively and professionally in a variety of settings: one-on-one, in small and large groups, with peers and with managers</li> <li>▪ Practices attentive and active listening</li> <li>▪ Writes clearly and succinctly in a variety of communication settings and styles</li> <li>▪ Gets across messages that have the desired effect</li> <li>▪ Provides individuals with information so that they can make accurate decisions</li> <li>▪ Provides information to clients and colleagues proactively and in a timely fashion</li> </ul>
<b>Initiative/ Innovation</b>	<ul style="list-style-type: none"> <li>▪ Is committed to own continuing development and actively follows up on seminars, training and other continuing professional development activity</li> <li>▪ Keeps up to date and at the 'cutting edge' technically</li> <li>▪ Is self-motivated</li> <li>▪ Takes ownership and is self-driven</li> <li>▪ Thinks laterally and is not bound by traditional practices, finds solutions to problems</li> <li>▪ Analyses both successes and failures for clues to improvement</li> <li>▪ Enjoys the challenge of unfamiliar tasks</li> </ul>

Both Core Competencies ('the how') and Key Performance Objectives ('the what') are critical elements of performance. It is the combination of these that will create added value and success in meeting and exceeding our business goals.