

## Position Description | Surveyor

**Reports to** Survey Team Lead

**Branch** Napier

### Duties of the Employee

As a Surveyor you are responsible to the Directors of Cheal Consultants Ltd for the following:

### Technical Role Description

- a) Field surveys including demarcating of new boundaries to the standard set by the Rules for Cadastral Surveys
- b) Processing survey data and preparing Land-On-Line e-Survey documentation
- c) Generation of plans using surveying software to Cheal CAD standard and Quality Management standards.
- d) Liaison with Council with regard to approvals for development
- e) Manage and ensure conditions of compliance required by Council for Subdivision are met
- f) Engineering surveys for geothermal exploration/development
- g) Engineering surveys for road construction projects
- h) Engineering surveys for building projects
- i) Digital terrain modelling for topographical surveys
- j) 3D Laser Scanning
- k) UAV (Drone) Surveys including survey control, processing of datasets, modelling
- l) Searching Land Information NZ legal survey data
- m) Precise levelling and monitoring networks

### General Duties/Responsibilities as an Employee

- a) Adhere to the Cheal Quality Management Programme and its policies/procedures at all times.
- b) Manage client expectations through regular communication, keeping client up to date on job progress, timely and accurate invoicing, identifying potential budget over-runs and delays to timeframes.
- c) Raise invoices within company timelines and liaise with clients on any delays in payment.
- d) Seek guidance from the Survey Team Manager on matters relating to quality of output and presentation and on any circumstances where negotiations/communications with clients are causing, or has the potential to cause, difficulties.
- e) Complete timesheets on at least a daily basis to ensure accurate and up to date records are maintained.
- f) Validate timesheet information against jobs for which you are Job Manager and raising invoices. This includes validating inputs from other Cheal employees.
- g) Any other tasks associated with your role as reasonably delegated by a Manager or Director of Cheal.

**Qualifications Required**

- Bachelor of Surveying

**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)  
Solid understanding of the laws/regulations surrounding surveying in New Zealand  
Solid understanding of the process of subdividing land  
Competent in the use of Trimble GNSS : R8 systems  
Competent in the use of Leica Total Stations/Robotic instruments  
Competent in the use of Leica Digital Level  
Competent in the use of Trimble Business Centre/Trimble Real Works  
Competent LandonLine user  
A high level of proficiency in AutoCAD/12D Model
- *Desirable*  
Experience with the use of a Drone  
Experience with the use of Trimble 3D Laser Scanner

**Other Requirements**

- Full New Zealand Driving Licence
- Experience driving off-road
- Experience driving a manual transmission vehicle
- A reasonable level of physical fitness is required for this position which may involve the following activities :

Use of hammer and peg bar for banging in survey pegs  
Walking over uneven/steep terrain for lengthy periods whilst surveying  
Use of drill and other Surveying equipment

## 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.