

Role Charter

POSITION:	GRADUATE SURVEYOR
Reports to:	Coordinator Survey
Accountable to	Operations Manager Design & Projects
Directorate:	City Services
Date revised:	September 2025

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

Our Guiding Principles are:



MAKE THINGS EASY

Do the hard work to make things intuitive for everyone.



BE WELCOMING

Care for everyone as people, not tasks or numbers.



BE OPEN MINDED

Listen to each other and work together to find solutions.



KEEP YOUR PROMISES

Follow through on your commitments to everyone.



LOOK OUT FOR ME

Thoughtfully anticipate what will make our days go smoother.

Primary Purpose

To have completed a graduate degree majoring in surveying recognised by the Board of Surveying and Spatial Information (BOSSI) and gain practical experience in surveying functions within a local government environment. To support the delivery of surveying services for the capital works program, property development and planning teams to assist with infrastructure projects, land management, and spatial data collection.

Core Accountabilities

1. Conduct a variety of field surveys under the supervision and support of the registered surveyor, including topographic, work as executed, construction surveys, cadastral land and boundary surveys for acquisition surveys, assets disputes, preservation of survey infrastructure and boundary marking.

2. Assist in performing land titling searches, and property investigation through search platforms such as AusSearch, Mapit, Land Registry Services and Historical Lands Registry Viewer.
3. Operate, maintain and calibrate surveying instruments such as total stations and levels validating GPS/GNSS and measuring equipment as per the Surveying and Spatial Information Regulation 2024.
4. Collect, analyse, and process survey data using appropriate software (e.g., AutoCAD, Auto Desk Recap, Civil 3D, Stringer, and interpret council run GIS platforms).
5. Assist, under supervision from the registered surveyor, preparation of drafting survey detail plans, deposited plans, identification sketches and reports, road and asset ownership reports, preservation of survey infrastructure reports and deposited plans, and digital datasets in accordance with the standards of Council and industry regulations.
6. Support all aspects of the surveying team in project planning, scheduling, and stakeholder communication.

Undertaking any other duties, projects or tasks as directed by the Supervisor which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

Essential Criteria

1. Completion of bachelor's degree in surveying, spatial science, or related discipline within the previous two (2) years, or by January 2026 that is recognised by BOSSI.
2. Basic understanding of surveying principles, practices, legislation, and least squares programs (e.g. CompNet).
3. Proficiency with survey instruments, data processing software, and interpreting technical drawings/maps.
4. Strong attention to detail in field notes, data management, and file organisation.
5. Ability to research, analyse, and present technical information.
6. Team-focused with the ability to work collaboratively, including with assistants or robotic systems.
7. Effective task prioritisation, time management, and continuous improvement mindset.
8. Self-motivated, eager to learn from senior surveyors, and committed to career progression.
9. High standards of safety, compliance, ethics, and professional conduct.
10. Clear written and verbal communication skills.
11. Current class C driver's licence and White Card.

Desirable Criteria

1. Demonstrated interpersonal, communication and conflict resolution skills.
2. Some experience or exposure to AutoCAD products.

3. Some exposure and or experience to total stations performing basic surveys.
4. Experience as a chainman before graduation or in your surveying career will be regarded favourably.

Date:

Agreed:

Employee Name

Employee signature