

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Assistant Surveyor	<b>Director/Service/Sector</b> Highways Design		<b>Office Use</b>
<b>Band:</b> 5	<b>Workplace:</b> Cowley Road Depot, Blyth		JE ref: 4020  HRMS ref:
<b>Responsible to:</b> Surveyor/Lead Highways Delivery Manager	<b>Date:</b> 24/5/2021 GS/MC	<b>Manager Level:</b>	
<b>Job Purpose:</b> Assist in the carrying out of Topographical Surveys and detailed surveys of structures and bridges as required by engineering staff. Setting out for construction works when required. Ensuring work is carried out within the cost constraints imposed by senior staff.			
<b>Resources</b>	Staff Assist in the direction of site staff and operatives but no direct supervision.		

Finance	Ensuring work is carried out within the cost constraints imposed by senior staff.
Physical	Use and maintenance of Precision Topographical Surveying Equipment
Clients	General involvement with Clients, managers, members and other relevant stakeholders

**Duties and key result areas:**

As part of a small topographical survey team:

1. Assist in the coordination of and setting out of topographical surveys required for the preparation and design of highways, structural or civil engineering schemes.
2. Assist in the Identifying and analysing survey requirements, undertake risk assessments and provide cost effective solutions which meet the client requirements.  
Working towards and developing the abilities and qualifications to carry out the tasks in duties listed in 3, 4, 5
3. Be involved in the preparation of data in electronic (e.g. GENIO) format for input into CAD/MX drawings and verification of accuracy of surveys prior to transfer to design team.
4. Assist in the completion of scheme records, including digital and paper drawings and supporting documents.
5. Work with the Surveyor to project manage and deliver topographical surveys to clients and design staff
6. Assist in the delivery of and carrying out detailed asset inventory surveys, create input system / database for use with Global Positioning Survey equipment, incorporating ground modelling, GIS and photographic software for production of comprehensive data records
7. From plans and electronic data, set out for construction works when required and general supervision of these.
8. Develop a detailed knowledge of computer programmes, i.e. ACAD, SCC, LSS, Arcview GIS and other related software.
9. Assist in the discussions projects and negotiate with external bodies and agencies
10. To analyse survey requirements and provide cost effective solutions which meet the client requirements.
11. Be involved in the completion of scheme records and supporting documents.
12. Investigate new methods and technologies for Surveying and advise senior staff accordingly
13. Advise senior staff of difficulties that may be encountered during the project and recommend solutions.
14. Assist in and take responsibility for and contribute to the promotion and maintenance of procedures and safe systems of working to comply with health and safety and employment legislation, including the CDM2007 regulations.
15. Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high-quality services
16. Contribute to the implementation of prevailing legislation and best professional practice within the design team.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post Holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements: Working patterns: Working conditions:	Frequency of driving will vary depending upon the location of the work throughout the county. Normal construction site hours but flexi-hours apply, with occasional evening and weekend work. Frequent exposure to outdoor working, lone working on the highway subject to verbal abuse by irate motorists, adverse weather conditions, hazardous highway environments and construction sites, including working at height, in water, confined space and negotiating rough terrain.
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**Northumberland County Council  
PERSON SPECIFICATION**

<b>Post Title:</b> Surveyor	<b>Director/Service/Sector:</b> Highways Design	Ref: 4020
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>

<b>Knowledge and Qualifications</b>		
<p>Working towards a recognised accredited ONC, HNC or BTEC Engineering course or equivalent. A comprehensive knowledge of ACAD and the requirement of survey input data for highway, structural and other civil engineering works. Knowledge of professional theory, relevant design standards and professional best practice. An awareness of current legislation, regulations, policies, procedures, trends, and developments. Commercially aware and understands the relationship between costs, quality, customer care and performance. Evidence of professional study and continued professional development</p>	<p>Degree or equivalent in Surveying or other relevant subject. A good understanding of civil engineering principles. Registered with the Construction Skills Certification Scheme at a Technical Supervisory &amp; Management Trainee Level (Red Card).</p>	
<b>Experience</b>		
<p>Recent experience within a small survey team within a technical organisation of comparable scope and complexity Experience of calibrating and maintaining expensive electronic and mechanical survey equipment Experience of undertaking topographical surveys for highway related projects. Experience of using expensive electronic and mechanical topographical survey equipment. Experience in the preparation of drawings and details. Experience of dealing with clients or outside agencies and members of the public.</p>	<p>Experience of working in a comparable private sector technical organisation. Experience of managing topographical surveys for highway related projects. Experience in Project Management</p>	
<b>Skills and competencies</b>		

<p>Advanced technical IT skills and able to effectively use ICT to achieve work objectives.          Numerate and skilled at analysing / reasoning with complex mathematics and statistics          Persistence in applying a methodical approach to problem solving.</p>	<p>Advance skills in Microsoft Office          Competence in the use of ORACLE for financial monitoring</p>	
<p>The ability to determine the detail required when preparing surveys for highway, structural and other civil engineering works.          Ability to supervise and train junior staff regarding survey operations.</p> <p>A high standard of technical drafting skills.</p>		
<p><b>Physical, mental and emotional demands</b></p>		
<p>Normally works using various precision equipment outdoors in a prolonged standing position with additional long periods of continuous walking.          Need to maintain general awareness with lengthy periods of enhanced concentration.          Reasonable level of physical fitness and mobility for visits to sites, handling and carrying survey equipment and tools to clear overgrown shrubs and grass including raising inspection chamber covers.          Ability to cope with frequent abuse from members of the public whilst undertaking survey work on the highway</p>	<p>Willingness to work outside hours to meet project targets.</p>	
<p><b>Motivation</b></p>		

Personality, conduct and technical credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. Dependable, reliable and keeps good time. Demonstrates and encourages high standards of honesty, integrity, openness, and respect for others. Assist managers to create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated and works with little direct supervision.		
A strong commitment to Continuing Professional Development.		
Other		
Able to meet the transport requirements of the post regarding the holding of an EU driving license. Personality, conduct and high level technical credibility that engages and commands the confidence of colleagues, peers, Council Members and other stakeholders. A strong commitment to Continuing Professional Development	A corporate orientation and a commitment to tackling issues in a non-departmental manner.	