

Position Description | Experienced/Licensed Cadastral Surveyor

Reports to Regional Manager

Branch Napier

Duties of the Employee

As an Experienced/Licensed Cadastral 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 NZ Survey Regulations
- 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) Survey control for aerial mapping
- g) Engineering surveys for geothermal exploration/development, civil construction and building projects.
- h) Digital terrain modelling for topographical surveys
- i) 3D Laser Scanning
- j) UAV (Drone) Surveys including survey control, processing of datasets, modelling
- k) Searching Land Information NZ legal survey data
- l) Precise levelling and monitoring networks

General Duties/Responsibilities as an Employee

- a) Fulfil the role of Job and/or Client Manager for projects undertaken by the company in any region, but primarily within Hawke's Bay. This demands the ability to consult and communicate effectively and in a proactive manner.
- b) Adhere to the Cheal Quality Management Programme and its policies/procedures at all times.
- c) 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.
- d) Raise invoices within company timelines and liaise with clients on any delays in payment.
- 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) Act as a mentor/coach for less experienced Surveyors.
- h) Any other tasks associated with your role as reasonably delegated by a Manager or Director of Cheal.

Qualifications Required

- Bachelor of Surveying
- Current Practising Certificate as a Licensed Cadastral Surveyor (NZ) (preferable)

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, 5800, 5700, 4800 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 and/or 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 for banging in survey pegs
Walking over uneven/steep terrain for lengthy periods whilst surveying
Use of drill and other Surveying equipment

Job Description – Team Leader

Reports to Regional Manager

Branch Napier

Duties of the Employee

As a Team Leader, you are responsible to the Directors through the Team Manager and Regional Manager for the following:

1. Approval of pricing on projects <\$10,000.
2. Pricing work through Job Inception & Procurement process, ensuring that appropriate documentation is applied and seeking input from others in the business as appropriate.
3. Supervision of your team for workflow, performance to budget/timeframes/billing WIP.
4. Approval of Write-offs up to \$1,000 (refer Financial Policy).
5. Daily staff management against client and company expectations.
6. Verbal approval of leave requests.
7. Setting and assessment of Key Performance Objectives, Special Objectives and Core Competencies within your team, reporting to your Team Manager on progress and training requirements/performance issues.
8. Technical validation of calculations/technical work to ensure accuracy and adherence to the Cheal Quality Management System.
9. Act as Job/Client Manager for own projects and provide advice/assistance to team members with their own clients/projects.
10. Undertake technical work on projects as required.
11. Reports to Regional Manager on a regular basis with information required for monthly Regional Management meetings.
12. Demonstration of leadership and support for the implementation of Company directives, including Health and Safety policies/procedures.

Business Growth/Client Management

It is an expectation that the Employee will regularly spend time carrying out duties associated with business growth such as:

- a) To actively promote the business within the Hawke's Bay region, with the objective of securing growth of the business in that area, in accordance with agreed Business Planning and Marketing Strategy goals set by the Company and discussed and agreed between you and your Manager/Director.
- b) To actively seek engagement from new clients and/or obtain repeat business from existing clients, and to provide excellence in Client Management.
- c) To be actively involved within the local and wider district business community and associated networking events, with a view to building relationships and ultimately, the business.
- d) To assist the Directors with identifying business growth in the locality and increase in resourcing to accompany such growth.

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.

Management Competencies	
<ul style="list-style-type: none"> ▪ Leadership ▪ Team Collaboration 	<ul style="list-style-type: none"> ▪ Conflict Resolution ▪ Financial Performance

Each of the following competencies includes behavioural statements which describe/clarify performance expectations for all Managers.

Leadership	<ul style="list-style-type: none"> ▪ Communicates company goals to team, gaining buy in and commitment ▪ Defines roles and responsibilities of team members to ensure company performance goals are met ▪ Leads by example, demonstrates company values ▪ Sets clearly defined Personal Development goals for individuals and provides guidance and support in them being followed through. ▪ Is recognised as a Leader by staff
Team Collaboration	<ul style="list-style-type: none"> ▪ Contributes to Management Team in a positive manner, is seen to be supportive of Directors and other Managers in the eyes of the company ▪ Contributes to the direction and growth of the company by taking on defined strategic tasks and completing them ▪ Encourages their team to effectively communicate with other teams (including other branches) in the company ▪ Ensures all teams work cohesively on multi-discipline projects
Conflict Resolution	<ul style="list-style-type: none"> ▪ Is proactive in taking steps to resolve conflict within the organisation ▪ Is proactive in anticipating and works with clients to manage conflict.
Financial Performance	<ul style="list-style-type: none"> ▪ Ensures team WIP is kept at an acceptable level (nothing older than 3 months unless Director approval is given) ▪ Takes proactive steps to keep Aged Debtors below 2 months. ▪ Works with clients toward receipt of invoiced fees where conflict has occurred that team members cannot resolve.

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

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

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.