

LAND & HOUSING DEVELOPMENT DIVISION

POSITION DESCRIPTION

POSITION: TECHNICAL ASSISTANT SURVEY	DEPARTMENT: TECHNICAL	ISSUE DATE: July 2017 Revised dates :
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Position Title:	TECHNICAL ASSISTANT - SURVEY	Category:	4
Incumbent:	X 4	Signature:	
Date appointed to substantive position Division:	Land & Housing Development	Salary: Department: Technical Services	Section: Survey
Reports to:	Manager Technical Services via Senior Surveyor		
Supervisor's Name:		Signature:	

Organizational Environment:

Role of Organisation:

The purpose of Housing Authority is to develop and produce affordable lots and mortgage financing with attractive loan packages on a competitive basis to all customers with special focus on low-income earners.

Role of Division:

The Land & Housing Development Division is responsible for the Acquisition, Subdivision and the Production of Homes / Housing Units.

The Core Activities include:

Land development/house construction

- Development of land
- Construction of houses
- Production of fully serviced lots
- Property management

Role of Department:

The department is responsible for the sub-division planning, approval of housing schemes and engineering plans, development for scheme plans, and the constructions of subdivisions, maintenance of all HA offices and the strata schemes within the time frame and budget allocated.

Role of Section:

Providing survey works for all HA subdivisions and lots.

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Purpose:

The incumbent assists the Senior Surveyor and Manager Technical Services in achieving the set objectives and targets for the division's activities that support Housing Authority's business objectives and facilitate its profitable growth whilst maintaining customer satisfaction. The role focus is on assisting in providing boundary re-definitions, property surveying, topographical surveying and other related works for HA customers.

Position Dimension:

Finance: NIL

Staff: Direct: NIL

Indirect: NIL

Asset: Accountable for all machinery used for work in the field and in office sites.

Nature & Scope:

Interpersonal Relationship:

The position is a subordinate one and will be part of the staff team for Technical Services Department.

Internal:

N/A

External:

N/A

Reporting Requirements:

The Position shall report directly to the Manager Technical Services via the Senior Surveyor who will allocate and supervise his tasks.

Reports submitted to supervisor:

As and when required.

Role of subordinates (if they exist):

NIL

Decision Making:

N/A

Challenges:

1. Accuracy and compliance to survey regulation
2. Increasing customer satisfaction
3. Growing the customer base
4. Assisting in improving team productivity
5. Competition from other financial institutions

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Principal Accountabilities:

Under the guidance and supervision of Senior Surveyor, the incumbent will

1. Responsible for carrying out geographical, topographical, control, cadastral and engineering field surveys.
2. Carry out all calculations and checks on-site and in-office and prepare documentation for review.
3. Translate field data into scaled plans and drawings, maps and profiles using appropriate electronic means and provide information support to L&HD staff and management.
4. Timely delivery of assigned tasks.

Additional Responsibilities:

1. Prepare re-zoning, scheme, as-built and cadastral plans for lodgement and approval.
2. Liaison and work with all relevant stakeholders and service providers, approval agencies and authorities to achieve Housing Authority development objectives as per the Corporate Plan.
3. Provide surveying and technical support when required to Project Teams on set-out verification and quality control, collection of as-built and site data and quantity verifications.
4. Keep accurate records of all collected and field data for future use and provide due care to Department equipment and tools, including calibration and back-up records.
5. Organise Survey Party and requirements, and plan and implement work programmes within established time-lines.
6. Assist Senior Surveyor on all survey and related documentation for Land Development Projects.
7. Assist Civil Design Engineer with field data, investigation and verification, and as-built plans.
8. Assist Department objectives of establishing Land Information data-base and electronic data management.
9. Assist Manager Technical Services with Department and Organisational activities and responsibilities, including redefinition of lot boundaries.

Knowledge, Skills and Experience:

Knowledge:

- 1) Have thorough knowledge and experience with Microsoft applications, 12D, AutoCAD and other survey software, including software interface and data exchange technologies.
- 2) Have excellent knowledge of current Land and Survey Practices and regulations, as well as planning and development requirements.

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Skills:

1. Be able to demonstrate strong problem solving skills, timely and efficient delivery of outputs, and organization ability.
2. Be a team player with strong interpersonal and communication skills.

Experience:

Have a minimum of 3-8 years' experience in relevant work with demonstrated hands-on experience.

MQR:

1. Diploma in Surveying with a minimum of 3-8 years' experience demonstrating level of responsibility and efficiency.
2. Be registered with FIS and working towards full Registered Surveyor status.
3. Be physically fit and able to work in difficult sites and conditions
4. Possess a valid Fiji Driver's License.

Salary Range: \$21,541 - \$ 32,311

Category: 3

POSITION HOLDER:

DATE: _____

Manager Technical Services

DATE: _____

GMLHD:

DATE: _____

CHIEF EXECUTIVE: _____

DATE: _____