

LAND & HOUSING DEVELOPMENT DIVISION

POSITION DESCRIPTION		
<b>POSITION:</b> SURVEYOR	<b>DEPARTMENT:</b> TECHNICAL SERVICES	<b>ISSUE DATE:</b> March <b>2017</b> <b>Revised dates :</b> February <b>2020</b>

POSITION	<b>SURVEYOR</b>
IINCUMBENT	
DEPARTMENT:	Technical Services
LOCATION:	Valelevu
REPORTS TO:	Manager Technical Services
DATE :	2017

Reporting Positions: General Manager Land & Housing Development  
Manager Technical Services

**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:**

The section is responsible for the overall planning, and ensuring the efficient boundary re-definition, boundary identification and surveying monthly targets are met through quick responses and defined survey procedure to clients and HA housing project sites and properties.

**Purpose:**

The incumbent assists 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 providing boundary re-definitions, property surveying, topographical surveying and other related works for HA customers

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### Accountabilities

The jobholder has the following accountabilities:

1. Ensure boundary Re-definition, boundary identification and surveying monthly targets are met through quick responses and defined survey procedures to clients and HA houses and properties.
2. Assist Civil Design Engineer with field data, investigation and verification, and as-built plans.
3. Technical advice to existing and potential clients and assistance in obtaining required approvals from regulatory organizations.
4. Maintenance of surveying equipment, site plans through records management.
5. Assist in working with all relevant stakeholders and service providers, approval agencies and authorities to achieve Housing Authority development objectives as per Corporate Plan.
6. 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.

### Customer Relationship Management

1. Continues improvements in customer services to meet customer needs.
2. Ensure that customer queries and complaints are resolved within the required time frame.
3. Corporate image initiatives are executed as per established plans.
4. Ensuring self is well versed with all Authority's products and services.

### Administration

1. Adherence to relevant statutory requirements.
2. Responsibility for customers, visitors and fellow employees in reducing risk.
3. Complete reports for input towards monthly board papers.
4. Participation in Housing Authority's aim of total customer satisfaction.
5. Understanding Housing Authority's strategies, policies, procedures and operational guides.

### Working Relationships:

Internal - Land & Development Staff and Managers

External - Building contractors, town/city councils, Lands & Survey Department, Town & Country Planning Department, iTLTB, relevant ministries

### Major Challenges:

- Increasing customer satisfaction
- Growing the customer base
- Assisting in improving team productivity
- Competition from other financial institutions
- Competition from private government surveyors

### Competencies:

The following competencies, experience and qualifications are required to do this job:

- Must be a strategic thinker and possess excellent interpersonal, analytical and presentation skills.
- Proven ability to work within very tight deadlines and with minimal to no supervision.
- Proficient in related computer applications

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- Understanding Housing Authority's strategies, policies, procedures and operational guidelines
- Proven ability to resolving land boundary disputes
- Good systems and process analysis skills
- Must be a team player committed to working in a continuously improving and quality environment
- Maintain and enhance professional integrity

**Required Knowledge and Experience:**

- Degree or Diploma in Surveying
- Registered surveyor with the Fiji Institute of Surveyors
- English language skills
- 3-5 years relevant experience

**Salary Range:** \$37,491 - \$ 56,236

**Band :** 6

**POSITION HOLDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER TECHNICAL SERVICES:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**GM LAND & HOUSING DEVELOPMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_