



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** Surveyor
A2 Department/Programme: Agriculture
A3 Section/Project: Irrigation & Drainage
A4 Reports to (position): Maintenance Superintendent
A5 Supervises (Name of Positions): Irrigation Overseer

B JOB DESCRIPTION

B1 Overall purpose of the job.

To carry out survey work in designated areas as directed by superiors.

Key Responsibilities

- Carry out surveys on land sites and properties as directed by superiors.
- Use surveying equipment and tools to accurately measure land and property features.
- Build survey maps, sketches and charts as required by end users.
- Supervise and provide guidance to field survey staff.
- Initiate purchases of survey software, equipment and tools.
- Report on survey results and present findings to clients
- Collaborate with Engineers, Architects and Fields staff on survey aspects.
- Issue required tools and instruments available to subordinates to enable them accomplish the assigned jobs and tasks.
- Maintain the safe custody of surveying tools and materials.
- Maintain and keep inventory of tools/equipment and materials used in surveying.
- Keep appropriate records of all completed work.
- Enforce the safety, health and environment policies of the company to the subordinates
- Perform any other duties as maybe assigned by the Maintenance Superintendent /Management.

C Knowledge, qualifications & Experience

C1.1 Education:

A Degree in Surveying Engineering from a recognized Institution.

C1.2 Experience, Skills and Competences:

A minimum of three (3) years in a similar job. Knowledge in Surveying Engineering, GIS, use of various surveying and mapping software, attention to detail, good task allocation and supervisory skills, good record keeping, report writing skills and good communication skills.

Communication Skills: The position demands constant interactions with employees, management, and stakeholders throughout the business and, therefore, communication skills are an absolute necessity.

Ms Office: A candidate for this position must be proficient in the use of Ms Word, Ms Excel, and PowerPoint, all necessary for the creation of not only visually but verbally engaging materials, reports, presentations, and proposals for departmental heads and management, stakeholders.

Analytical Skills: A candidate for this position must be capable of gathering and interpreting raw information and data, documenting findings, and drawing appropriate recommendations.

Interpersonal Skills: The candidate must be a helpful, calm and professional individual and demonstrate calmness during times of uncertainty.

People Skills: individual who is able to garner the trust and respect of departmental heads and management.