

JOB DESCRIPTION

Department	Technical Department
Unit	Surveying Unit
Job Title	Senior Executive I (Land Surveyor)
Reports to:	Chief Technical Officer
Pay Grade:	CLA 3 (Collective Agreement 2022 – 2026)

Job Summary

The Land Surveyor will gather data on measurements to establish property boundaries and prepare accurate site plans, drawings, and maps. The person will also be responsible and will need to participate in projects and other assigned works, analyse land survey results, prepares reports, and perform calculations of measurements and evaluations in accordance with INDIS policies, systems, and procedures.

Accountability and Responsibilities

- Carry out land surveys on construction projects and other INDIS industrial property gathering all the necessary data so that accurate site plans can be drawn.
- Analysing data using geographic information systems (GIS) and drawing charts using CAD.
- Verify data and calculations.
- Prepares sketches, plans, site maps and land survey reports.
- Researching documents, survey records and land titles to clarify information about property boundaries.
- Performing calculations, measurements, and evaluations.
- Monitor changes in the land during the construction process.
- Collaborate with architects and project management teams on projects.
- Supports other team members within the Technical Department to deliver drawings and reports on time and in a professional manner.
- Provides additional related documents to assist the Legal, Insurance, and Finance Units within INDIS.
- Provides input and advice to project managers and Project Leaders as required.
- Consult, coordinate and communicate with other departments within INDIS as necessary to ensure proper execution of duties, to avoid miscommunication and duplication of work.
- May be assigned the role of Project Leader and/or Project Coordinator on Local and EU Project from time to time as directed by Company.
- Undertake any other duties as directed by the Chief Technical Officer, or delegated person, or the Executive Management.

Working Conditions

- Office based with daily/regular on-site work both in Malta and Gozo, as necessary.
- Might be required to undertake evening or weekend work if necessary.

Self-Development

- Pursue training in procurement and any related areas as necessary to maintain a proficient understanding of the job.
- Seek new learning opportunities to improve on talent and abilities.

Required Skills/Abilities

- Computer literacy especially specialised software relevant for the role.
- Being well-organised and gives attention to detail.
- Ability to use technical equipment applicable for the role.
- Ability to manage time and work within strict time limits.
- Good numeracy skills and the ability to make mathematical calculations.
- Knowledge of CAD software, GPS, and GIS systems.
- Has the initiative to work under minimum supervision.
- Valid driving license

Academics and requirement

The required candidate should have a solid background in Land Surveying Operations, Construction and or any related background which may be considered relevant for this post.

AND

An academic qualification in a relevant field of study at National Qualification Framework Level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional qualification at a comparable level and shall have a minimum of two (2) years' relevant work experience in a similar role.

OR

An academic qualification in a relevant field of study at National Qualification Framework Level 5 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognized professional. qualification at a comparable level and shall have a minimum of four (4) years relevant work experience in a similar role.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.

Disclaimer

This job description explains the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, or knowledge. This job description is subject to change by Management as needed.