

## Job Information

Job title	<b>Surveyor</b>	Job Code: SURVR	Pay Grade: L
Title of immediate supervisor	Engineering Supervisor, Surveys		
Department/Division	Engineering / Water Resources		
Prepared by	Lesley Hatch		
Date Created	April 7, 2015	Revised date	April 1,2020

## Job Purpose

Plans, organises and leads the work of the survey crew to meet stakeholder needs, section standards and assigned time lines. Performs work in accordance with municipal and provincial safe work practices.

## Duties and Responsibilities

- Leads a survey crew in performing engineering preliminary surveys, cadastral mapping surveys, cadastral ties, construction survey layout, quantity surveys for payment, service connection as-constructed record surveys, as-constructed infrastructure surveys or other surveys using Integrated Survey Control
- Operates all types of survey equipment at a proficient level.
- Provides direction to the survey technician(s) when undertaking surveying activities.
- Establishes field survey control(s) and prepares/maintains digital data files as required to perform the assignment.
- Follows Surveying Best Practices and Section standards for work quality and accuracy to meet assigned time lines.
- Processes collected field data and raw digital survey data to produce coordinate data and preliminary base drawings in support of engineering designs using AutoDesk and other geospatial data software programs.
- Undertakes infrastructure as-constructed surveys, updates the design drawing to reflect this information and files records according to Districts records management procedures and policy.
- Identifies any design/construction conflicts and brings them to the attention of the appropriate construction charge hand, project manager, consultant, or their immediate supervisor in support of a timely resolution.
- Performs work in accordance with municipal Occupation Health and Safety policies and procedures and Work Safe B.C. safety regulations.
- Maintains and recommends servicing for all types of survey equipment to ensure accuracies are maintained for operational needs.
- Undertakes infrastructure field reviews and inspection, when needed.
- Performs other related duties as required.

## Qualifications

- Two year Diploma in Geomatics or Civil Technology.
- Four years of experience in municipal surveying.
- Must be eligible for registration with the Applied Science Technologists and Technicians of BC (ASTTBC).
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- Annual renewal of Driver's Abstract

## Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

**Working Conditions**

Works in an office environment and outside in both urban and rural environments in all types of weather.