

SURVEY ASSISTANT
Engineering Department

DEFINITION

Under the direction of the Surveyor, the Survey Assistant performs surveying projects and oversees small jobs in the Surveyor's absence. The Survey Assistant uses and maintains survey equipment, and carries out mathematical survey calculations. Performance is judged in terms of adherence to instructions, efficiency, speed, and accuracy.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Assists surveyor as required in completion of survey projects.
- Completes less complex survey work using Integrated Survey Control; completes engineering preliminary surveys, cadastral ties and subsequent connections.
- Collects field data and processes raw digital survey data to produce finished preliminary Land Development drawings.
- Maintains all types of survey equipment and vehicles.
- Maintains integrated survey monuments.
- Sets up and checks lasers for grade.
- Uses all survey equipment at a working level.
- Follows municipal and W.C.B. equipment and safety procedures.
- May act as surveyor in his absence.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Working knowledge of municipal surveying, mapping and construction methods and principles, including engineering, control, cadastral, geodetic, photogrammetric, and G.P.S. surveying.
- Working knowledge of computer based applications and the required surveying, engineering and mapping software (i.e. AutoCAD Map, AutoCAD Land Development).
- Knowledge in organizing, integrating, using, and manipulating survey engineering and mapping data.
- Working knowledge in use and maintenance of survey equipment including, or equivalent to Leica total stations and levels, H.P. calculators, beam and rotating construction lasers.
- Ability to read and interpret engineering plans and specifications.
- Knowledge of the rules and precautions necessary to avoid accidents in and around municipal equipment and work sites.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements)

- Adaptability - willingness to be flexible in a changing work environment
- Relationship Building - establishes and maintains respectful and cooperative working relationships.
- Effective Communications - communicates effectively with others.
- Problem Solving - recognizes and acts to resolve problems.
- Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Diploma of Surveying Technology from B.C.I.T. or equivalent.
- Up to two years experience in municipal surveying work.
- Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work in all types of weather.
- A valid Class 5 B.C. Driver's Licence.
- Annual renewal of Driver's Abstract.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Department in all areas of activity.
- Will not release or discuss non-routine Municipal or Departmental business without prior authorization of the Department Head.
- Adhere to all established Department and Municipal rules and regulations.
- Maintain the performance levels set by the Department in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.