

ROLE SUMMARY

Reports to the Senior Manager of Water Resources, the Survey Services Manager is responsible for leading a team of unionized surveyors and technicians in all activities related to legal and engineering surveys in the municipal environment. The Manager ensures the team achieves high-quality, reliable deliverables through effective and prompt service. Working relationships with internal and external stakeholders are critical to the success of the portfolio of work. As a commissioned land surveyor and technical expert with strong communication skills, the Manager builds strong partnerships and works collaboratively to achieve shared goals and priorities.

The Manager ensures the District's control network is current and accurate and that the District's Integrated Survey Areas responsibilities are upheld. They are responsible for all survey instrumentation, related software, annual operating budgets and assigned capital budgets.

The Manager certifies plans as a BCLS as appropriate for work product and registration at Land Titles Office, and provides quality control of the team's work for compliance to best practices and in support of corporate obligations under the District's Professional Engineering Permit to Practice requirements. As an expert in the field of land related legislation, regulate and statutes, the Manager provides advice to internal stakeholders undertaking related activities.

QUALIFICATIONS

- Commissioned as a British Columbia Land Surveyor (BCLS) and a practicing member of the Association of British Columbia Land Surveyors.
- Eight (8) years of progressive experience in a related position with a focus in both legal and engineering surveys, preparation of professional level deliverables and registration of documentation at Land Titles Office.
- Bachelor of Applied Science in Geomatics Engineering or related field. An equivalent combination of education and experience may be considered.
- Professional knowledge of the principles, methods and techniques of land and engineering surveys, data capture, manipulation, analysis and quality control.
- Knowledge of and the ability to interpret and apply relevant legislation, regulations, statutes, bylaws, rules, policies and procedures applicable to the work.
- Demonstrated leadership and management skills including the ability to successfully lead teams in the delivery of multiple assignments simultaneously ensuring strong partnerships with internal and external stakeholders.
- Demonstrated ability to supervise, coach and guide employees, including in a unionized environment.
- Excellent communication skills to effectively communicate to both technical and non-technical audiences - ability to make clear, concise and well-organized oral arguments, written communications and presentations.
- Demonstrated ability in budgeting and accounting, specifically within the public sector environment.
- Sound project management skills.

- Ability to develop, evaluate, and manage procurement processes within the requirements of a local government setting.
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector.
- Proficiency using Microsoft office programs, including Word, Excel, Outlook, PowerPoint and Publisher.
- Possession of a valid B.C. Class 5 Driver's License and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.
- Registration as a Professional Engineer (P.Eng.) with Engineers and Geoscientists of British Columbia (EGBC), an asset.

MAJOR ACCOUNTABILITIES

Advice & Support

- Serves as a key member of the Department Management Team and a Subject Matter Expert in applicable technical and policy areas.
- Acts as a Corporate technical resource for all aspect of legal surveying and geomatics, including local standards and best practices, emerging technologies, and regulatory requirements; applies sound professional judgement.
- Provides reasoned and balanced advice to internal stakeholders undertaking the approval of subdivisions, purchase/disposition/expropriation of land and related matters, and those managing the coordinate systems for the District's Geographical Information Systems (GIS). This extends to the preparation of presentations, memoranda, Council reports and other materials.
- Interprets legislation, regulation, statues, bylaw and policy and directs work accordingly.
- Member of the Corporate Geographical Information Systems (GIS) Community of Practice providing advice on coordinate systems integration and emerging provincial survey practices.
- Assesses and collaborates on the annual 5-year capital budget programs across the Department to ensure outcomes are supportable through the survey section, identifies resource risks, develops and implementation strategies to achieve objectives.
- Supports corporate asset management plans through the provision of data gathering and analysis services. Advises on ability to support outcomes through the survey section, identifies resource risks, dependencies, opportunities and collaborates on strategies to achieve objectives.
- Keeps the Senior Manager apprised of operational developments that relate to the interests of the Department or the District.
- Builds and maintains strong relationships with external agencies, the surveying/engineering consulting community, regional partners, and stakeholder groups, including representatives in higher levels of government (Office of the Surveyor General and GeoBC), and manages cross-functional internal relationships.

Leadership of Staff

- Provides operational and professional leadership within work group.
- Establishes work plans and sets priorities for own team relevant to Section Operational requirements considering Division, Department, and Corporate objectives.
- Ensures Corporate policies and standards are consistently applied and adhered to by the Section staff.
- Leads by example in terms of establishing annual personal performance objectives to be achieved by the section.
- Meets regularly with own direct reports to establish each of their annual personal performance objectives and holds them accountable for results.
- Evaluates the work of subordinate staff, guides them and identifies needs for development.
- Ensures professional level work of team is performed to meet obligations of a commissioned BCLS and governing regulations, as well as the requirements of the Department's Engineering Permit to Practice and Professional Practice Manual.
- Leads recruitment, orientation and training of new staff in accordance with District policies.
- Contributes to the maintenance and development of position job descriptions to meet current requirements.
- Prepares and maintains Section standards and procedures and implements changes as accepted by Senior Manager.
- Oversees the implementation of the District's health and safety program within the Section in accordance with the organization's strategic goals and legal requirements.

Division Operations

- Liaises with internal stakeholders to ensure expectations are met in the provision of survey services.
- Develops and maintains comprehensive operational plans for the implementation of a variety of surveying requests reflecting on the priorities of the Capital Plans, urgency of construction activities, and for overall responsiveness to stakeholders; including daily scheduling and deployment of staff and equipment.
- Establishes and maintains section operational manual outlining the variety of surveys performed to the accepted level of accuracy and the means to achieve outcomes.
- Establishes and maintains an instrumentation and survey software Asset Management Plan including maintenance requirements, replacement requirements, warranties, 10 year capital and annual operating financial plans and other relevant information to maintain instrumentation accuracy and maximize useful life.
- Reviews section work product to ensure meets quality objectives for intended use.
- Prepares technical documents, reports and plans and certifies such as a BCLS, as appropriate.
- Manages the business planning and operations for the Integrated Survey Areas and ensures the District is in compliance; including preparing and managing related

bylaws, standards, provincial reporting requirements and revenue for the District's 1300+ monuments.

- Oversee the District's control network and ensures data is current for integration with Corporate Geographical Information Systems (GIS) and field application.
- Prepares and administers annual operating and assigned capital budgets; monitors and ensures the control and accountability for expenditures within purchasing authority and policy requirements; prepares resource requests and business cases where needs arise.
- Remains current on new technology, standards and survey techniques; researches new equipment or delivery models and develops business plans where efficiencies can be realized.
- Conducts technical review of professional work products generated in own team. Reviews and comments on work product undertaken by peers to ensure the appropriate rigor was applied and District's interests are represented.
- Established Terms of Reference for strategic and other projects; as required, coordinates and manages consultants in the execution thereof.
- Monitors section projects, initiative and programs to meet schedule, budget and ensure high quality deliverables.
- Liaises with external stakeholders to ensure consistent survey practices apply across the region, find opportunities to work together on a variety of operational areas including material purchases for enhance value to the District, service improvement models, shared resources, changes to provincial standards, etc.