

Greater Vancouver Regional District

Position Description: Survey Assistant I (G---)

Feb 2012

Purpose: This position is responsible to provide survey services and related information to assist the various Metro Vancouver departments with the ongoing design, construction, operation and maintenance of water, sewer, solid waste systems and infrastructure and other corporate facilities.

Duties: *(The duties described hereunder are to be representative of the position and are not to be considered as all-inclusive.)*

Assist Surveyor with all surveying and related activities.

Perform survey calculations and procedures.

Utilize a computer to extract data from electronic survey equipment and edit the information for presentation and storage.

Obtain survey information from Land Titles offices, engineering firms, municipal offices, etc.

Record and reduce all survey notes neatly and accurately, including properly indexing field books.

Maintain vehicle cleanliness and ensure vehicle contains hubs, stakes, paint and other survey related materials.

Perform other related duties.

Requirements:

Diploma in Geomatics Engineering Technology from BCIT or other recognized technical institute plus some directly related survey experience is preferred.

Valid BC drivers licence.

Ability to use conventional and electronic survey instrument, including GPS and hydrographic survey equipment.

Sound knowledge of tidal datum and tables.

Sound knowledge of surveying terminology, applicable practices and techniques.

Ability to communicate and deal effectively with Metro Vancouver staff, outside organizations, contractors and the public.

Sound knowledge of safety procedures and WorkSafe regulations and ability to apply regulations.

Basic computer skills.

Effective verbal and written communication skills.

NOTE: The Survey Assistant I will progress to the Survey Assistant II level after the attainment of two years of Metro Vancouver experience at this level.