

Greater Vancouver Regional District

Position Description: Survey Assistant II (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.

Supervise and direct one or more Survey Assistant 1s as required.

May be requested to act for Surveyor as required.

Perform other related duties.

Requirements:

Diploma in Geomatics Engineering Technology from BCIT or other recognized technical institute plus at least two years of directly related and progressive survey experience.

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.

Intermediate computer skills.

Effective verbal and written communication skills.

Demonstrated ability to supervise staff.