



## **Survey Technician/Technologist**

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we will help you reach it!

As a Survey Technician/Technologist, you will plan, organize and perform/lead land use surveys, conduct field inspections, and create detailed engineering drawings/plans. You have your OSSD or equivalent and your education is in either Civil Engineering, survey technology or related computer technology. Over two years of experience will assist you in this position. We are seeking an applicant that possess or is eligible to obtain Certified Engineering Technologist (CET) designation.

This union position offers a starting hourly rate of \$30.96, based on 37.5 hours weekly and comprehensive health and wellness benefits.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

***Fort Erie...a welcoming, prosperous connected  
community of choice***

To apply for this position please [click here](#). The deadline for receiving applications is 12:00 **NOON** local time on **Friday, May 20, 2022**.

Only applicants chosen for interviews will be contacted. Personal information is collected pursuant the *Municipal Act, 2001, as amended* to determine eligibility for employment. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

# Survey Technician/Technologist

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**Department:** Infrastructure Services  
**Division:** Engineering Division  
**Reports to:** Manager, Engineering Division

## Position Objective

Perform land use surveys; prepare engineering drawings and plans.

## Duties & Responsibilities

1. Plan, organize and perform/lead land use surveys including full topographic surveys; calculate elevations, locates, slopes and the like; establish site benchmarks; prepare field notes; download data; prepare base plans.
2. Conduct field inspections and inspections of underground infrastructure.
3. Digitize/scan/input engineering data and reference plans; prepare for transfer into electronic files; create/update/maintain electronic files.
4. Create detailed engineering drawings/plans, using computer-aided drafting techniques and electronic files.
5. Assist with tendering process by estimating capital project costs, construction schedules and preparing contract documents.
6. Assist with the traffic counting program by participating in counter install and removal and managing traffic count data.
7. Assist in the development and implementation of process improvements.

## Education & Experience

- **Education (Knowledge)** -OSSD or equivalent plus an additional program of over two (2) and up to three (3) years in Civil Engineering, survey technology and related computer technology
- Possess or be eligible to obtain Certified Engineering Technologist (CET) designation
- **Experience & Training** - Over two (2) up to and including three (3) years to obtain CET and apply surveying knowledge under local conditions
- Valid Ontario drivers' license with a driving record acceptable to the Corporation

## Knowledge

- Applied, technical knowledge of accepted topographic and cadastral survey and civil engineering techniques/practices, procedures and protocols; computer-aided drafting techniques; blueprints and reference plans
- Applied, technical knowledge of computer-aided drafting and GIS
- Technical knowledge of land registry requirements and processes
- Technical knowledge of design, operation and maintenance of municipal infrastructure
- General knowledge of the Occupational Health & Safety Act and MTO Book 7

## Skills & Ability

- High level of proficiency in computerized engineering design, GIS and mapping applications
- Proven proficiency in MS Office Suite (Word, Excel, Power Point), HCL Notes, CRM, internet
- Uses, maintains and troubleshoot total station survey equipment and hand and power tools
- Mathematical skills
- Prepare surveys and engineering designs/drawings to exacting standards
- Prepare engineering and administrative reports
- Deals with issues and problems on a conceptual level
- Maximizes productive use of physical resources
- Interprets and effectively communicates complicated concepts and practices
- Shares knowledge with associates
- Analyses data and formulates conclusions and recommendations
- Demonstrated aptitude for problem-solving and trouble-shooting
- Maintains effective working relationships with co-workers, associates and external customers in an environment of team-work
- Adaptable to change, willing to learn and practice new skills

## Supervision of Others

Periodically performs some direction of others (Survey party members, students)

## Work Demands

- **Initiative & Judgement**- Assessments are covered by established methods and procedures, however some judgement is required in adapting these guidelines to get the desired end result. The exercise of judgement is a normal requirement but is restrained by methods, procedures and/or standards. Supervisor is available for guidance but not solutions.
- **Mental Effort** - Frequent effort (approximately 75% of the time). Concentration on precision work with multiple demands when surveying and drafting; awareness of surroundings when working in traffic. Visual and/or listening attention with some choice of action to seek relief.
- **Physical Effort** – Frequent effort (approximately 75% of the time). Activities such as keyboarding, standing, driving, stooping, crouching, climbing, kneeling, lifting, pulling/pushing awkward objects (Walking to/from/on site; lifting/moving/using survey equipment and tools; standing at survey equipment; sitting at work station drafting/inputting)
- **Dexterity** – Coordination of fine movements, where speed is a moderate consideration.
- **Accountability** – Incorrect or inappropriate decisions or actions have obvious effects on financial implications, some embarrassment to the Municipality, adverse public relations, reduced service and may require intervention by senior staff to deal with the repercussions
- **Safety of Others** - High degree of care to prevent injury or harm to others (Working in traffic, in field)
- **Interpersonal Skills** – Deal with or settle requests, complaints or clarification of information

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- **Disagreeable Conditions** - Major conditions of frequent exposure (Inclement weather; dust/dirt; proximity to open water;; traffic)

## Position History

The Job Description for Engineering Technician III was revised in March 2001 due to an internal transfer. The job description was reviewed in 2003. It was renamed and revised in 2012

This Job Description was reviewed in July 2017 for AODA compliance and organizational changes and reporting.

April 2020 - This Job Description was updated and revised following the Joint Job Evaluation Maintenance process.

September 2020 – Job Description was reviewed for content and revised by the Manager, Engineering

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Date