

## Survey Technician I

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### **DEFINITION**

Work of this class involves the supervision of a field crew and the application of technical survey practices in a variety of field survey situations.

### **SERIES SEPARATOR**

The duties of this class are distinguished from the Survey Technical Assistant classes through the exercise of supervisory and technical responsibilities as well as accountability for the final survey deliveries.

### **COMPLEXITY OF WORK**

Employees of this class are responsible for the accurate and timely completion of surveying projects supporting the design and construction of civic infrastructure. Employees of this class are expected to perform their duties with a high degree of independence of judgement and action, as they are the responsible person in the field. They are required to apply established practices in unusual situations, to address technical problems as they arise and to prioritize actions for multiple assignments in order to meet client needs.

Employees of this class work closely with both internal and external clients as they report on project progress, address scheduling conflicts on a construction site, resolve technical questions and other workflow issues.

### **WORKING CONDITIONS**

Positions within this class involve the performance of physical work over the course of an entire work day in all weather and terrain conditions, in confined spaces, and as well in areas with ongoing traffic or construction activities. Physical duties will involve:

- Extensive walking
- Pounding of bars or wooden stakes
- Digging activities
- Standing for long periods of time

### **SUPERVISORY RESPONSIBILITIES**

Employees within this class provide direct supervision to a surveying crew, typically consisting of 2 Survey Technical Assistants. Supervision includes allocating work, providing direction as to the manner in which the work should be completed, implementing corporate OH&S program and providing on-going safety leadership, authorizing overtime, and providing performance coaching. Responsibility for hiring, termination and taking disciplinary action does not rest at this level, but the Survey Technician I make recommendations in these areas.

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### **TYPICAL DUTIES \***

- Performing survey work in an accurate, complete and professionally acceptable manner
- Completing and filing all required technical, administrative and operational documentation
- Ensuring all crew activities are in accordance with OH&S Regulation and Code as implemented through corporate, departmental and/or client safety policies, directives and programs. As well, ensuring crew activities are in compliance with all other corporate and departmental guidelines, policies and directives
- Providing on-the-job training to crew members, and orientation to daily assignments
- Ensuring proper use of all assigned materials, equipment and resources
- Consultations with Survey Technicians, Engineers, Designers, Supervisors and Client Representatives associated with survey projects

### **Field Survey Duties Could Include:**

- Using common laboring hand tools such as pick, axe, shovel, ice chippers, etc.
- Marking with information, flag/paint and pound in wooden stakes as required for a survey project
- Holding level rods or prism poles at desired survey point locations
- Taping measurements to determine offset or heights of instruments
- Plan-reading and survey computations or data reductions. Notekeeping for technical information
- Operation of various survey equipment such as levels, total stations, GPS receivers and laser alignment systems

### **KNOWLEDGE, ABILITIES AND SKILLS**

- Ability to perform a variety of surveys and to use a variety of related equipment
- Thorough understanding of the survey principles and techniques common to the section's survey requirements, and ability to soundly apply these principles and techniques in the field to resolve technical problems
- Ability to perform and record technical calculations (manual and digital)
- Ability to provide effective supervision to a field survey crew
- Ability to work in a team environment

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- Understanding of what is required when acting in a responsible role, and ability to meet those requirements
- Ability to deal with difficult people
- Ability to establish daily priorities for self and crew, and to effectively deal with a multi-task workload
- Effective communication skills with crew members, clients and supervisors
- Strong customer service skills

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of a two year diploma in Geomatics technology or Civil Engineering Technology from a recognized post-secondary institution is required.

Employees entering positions within this class are required to have a minimum of four years of progressively responsible, relevant, all-seasons survey experience.

#### Opportunity Concept

Completion of a two (2) year diploma in Geomatics technology, or Civil Engineering, from a recognized post-secondary institution, plus two years of progressively responsible, relevant, all-seasons survey experience. Applicant(s) must possess a valid Alberta Drivers license.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0699	0700	0702	0701
Last Updated:	2007-12			
Previous Updates:	2005-22, 2002-07, 1999-10, 1993-02			
Originated:	1990-03			