



Posting Date: Wednesday July 22, 2020
Wage: \$ 26.98 - \$ 29.41 per hour

Closing Date: Wednesday August 5, 2020 @12 NOON
Classification: CUPE Outside, Class 6

The Engineering and Public Works department is currently looking for a:
Permanent Full-time Survey Chief

This role is responsible for providing all field survey required by the Engineering and Public Works Department for design, construction or information purposes.

This is a unionized job and will work a 40-hour work week, Monday to Friday. Some overtime may be required.

Responsibilities of the Survey Chief will include, but not be limited to:

- Plan, organize, and coordinate the work of the survey team in accordance with the District's capital plan and forecast.
- Lead field surveys required for pre-engineering and construction projects and assume responsibility for the data collected.
- Undertake searches of Registry Office files and obtain all pertinent documentation related to each survey assignment.
- Assume responsibility for horizontal and vertical monumentation and control within the applicable systems.
- Obtain and compile all relevant field data in a digital format using optical total station equipment, Global Positioning Systems and other surveying equipment.
- Process and transfer all digital survey data to engineering application software for use by project design staff.
- Transfer office design data to the field, to permit contracts to proceed, and make in-field adjustments
- Provide direction to contractors on matters relating to design grade templates, vertical and horizontal positioning.
- Obtain all field information/data necessary for estimating contract quantities and quality control.
- Check that work complies and is within specified tolerances.
- Calculate contract quantities; prepare and check progress and final payment certificates.
- Ensure that surveying instruments, computer equipment, vehicles and supplies used by the survey team are protected and maintained in good working order.
- Instruct others in survey procedures, the use of instruments, data transfer procedures and related application software.
- Instruct the survey team in matters relating to health and safety.
- Assume the duties of contract administration personnel during absences.

Respond to complaints, enquiries and requests for technical information from the public

The skills, experience and qualifications we are seeking for this job include:

- Certified Engineering Technician or a combination of education and experience deemed to be equivalent.
- Four to five years directly related survey experience.
- Must have a thorough knowledge of survey practices, standards and procedures.
- Must have an excellent knowledge of current methods of collecting, downloading and manipulating electronic data.
- Must be able to deal tactfully and courteously with contractors, property owners and members of the public.
- Excellent computer skills and good knowledge of the requirements of Computer Aided Design and Drafting
- Must have a valid driver's license

As our ideal candidate, you'll be a highly motivated individual with excellent communication skills and a track record for success in the work that you do. Problem-solving, attention to detail, and great organizational and customer service skills are also key success factors for this job.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the **"How to Apply"** instructions on [our website](#) and then submit your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.
Any questions regarding this posting should be directed to the Human Resources Department.