



## Seasonal Survey Assistant – up to 8 months External Posting

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**Posting Date:** Wednesday, February 20, 2019

**Closing Date:** **Wednesday, March 13, 2019 @ 12:00 NOON**

**Wage:** \$ 18.51 – \$ 20.26

**Classification:** CUPE Outside Class 2

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As the District prepares for the summer season, we have had an opportunity in our Engineering and Public Works department for a **Temporary Full-time Survey Assistant** (up to 8 months). This role will assist in the performance of field surveys required by the Engineering and Public Works Department for design, construction or information purposes. This job will work a 40-hour work week, Monday to Friday.

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

- Assists in the performance of field surveys required for pre-engineering and construction projects.
- Assists in the collection of all pertinent documentation related to each survey assignment.
- Assists in the collection of field information/data necessary for estimating contract quantities and quality control.
- Transfers office design data to the field, to permit contracts to proceed.
- Undertakes calculation of theoretical and actual contract quantities for inclusion in payment certificates.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District; and
- Perform other related duties as assigned.

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

- Grade 12 education with additional specialized training in surveying or related engineering field or equivalent skills and experience.
- Six months to one year survey experience.
- Familiarity with survey practices, standards and procedures, including current methods of collecting, downloading and manipulating electronic data.
- Basic knowledge of computers and of the requirements of Computer Aided Design and Drafting (CADD).
- Must be able to deal tactfully and courteously with contractors, property owners and members of the public.
- Must have a valid driver's license.

We would expect that your strengths will include strong interpersonal and communication skills with a proven ability to work as a part of a team. Familiarity with survey practices, standards and procedure and good computer skills, including experience with CADD are required for this role.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions on SIMON before submitting your application.

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.