



External Posting

Posting Date: Wednesday October 28, 2020

Closing Date: Wednesday November 4, 2020 @12:00 NOON

Wage: \$ 25.39 - \$27.64

Classification: CUPE Outside Class 5

The Engineering and Public Works department is currently looking for a:

Permanent, Full-time Survey Technician

The Survey Technician performs 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 Technician will include, but not be limited to:

- Performs field surveys required for pre-engineering and construction projects.
- Obtains all pertinent documentation related to each survey assignment.
- Establishes horizontal and vertical monumentation and control within the applicable co-ordinate and projection systems.
- Obtains and compiles all relevant field data in a digital format using optical total station equipment, Global Positioning Systems and other surveying equipment as required.
- Processes and transfers all digital survey data to engineering application software for use by project design staff.
- Transfers office design data to the field, to permit contracts to proceed, and makes in-field adjustments as required.
- Obtains all field information/data necessary for estimating contract quantities and quality control.
- Calculates contract quantities, prepares and checks progress and final payment certificates.
- Instructs others Survey Assistants in survey procedures, the use of instruments, data transfer procedures, related application software, safety and job related requirements.
- Assumes the duties of the Survey Chief or contract administration personnel during absences, including supervision of the survey team.
- Deals with complaints, enquiries and requests for technical information from the public and acts as liaison for the District office as required.

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.
- Three to four years of survey experience.
- Working knowledge of survey practices, standards and procedures, including current methods of collecting, downloading and manipulating electronic data.
- Must have a valid driver's license.

The successful candidate must be able to deal tactfully and courteously with contractors, property owners and members of the public. Excellent computer skills and general knowledge of the requirements of Computer Aided Design and Drafting (CADD) are key factors in the success of this role.



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 employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with 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