

## Survey Technician II

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### **DEFINITION**

This position involves providing leadership, direction, organization and coordination to the operational, personnel and technical aspects of a Survey Section and/or multiple surveying field crews.

### **SERIES SEPARATOR**

The work of this class is distinguished from that of a Survey Technician I by the greater scope and level of supervision exercised and by the technical and administrative nature of the work.

### **COMPLEXITY OF WORK**

Employees in this class are fully accountable for the timely completion of accurate surveys and for management of the surveying crew. They ensure that the field crews have the necessary resources for execution of the yearly plan, including equipment and materials, training, and administrative support. They also provide technical support and expertise to field crews.

Employees of this class coordinate with clients, typically other civic construction and design-related areas, to determine project requirements and scheduling needs and to assess customer satisfaction.

Routine activities are performed independently, and technical reports are assumed to be correct. Decisions concerning performance management, seasonal planning requirements, changes to processes and practices or those requiring considerable expenditure are discussed with the supervisor.

### **WORKING CONDITIONS**

Positions within this class involve both office and field responsibilities. Employees must be capable of lifting and moving equipment and supplies, and of walking extensively through construction sites.

### **SUPERVISORY RESPONSIBILITIES**

Employees of this class have supervisory responsibility over multiple survey crews. They are accountable for direction and assignment of duties to survey crews, addressing administrative needs, performance coaching and assessment, implementing corporate OH&S program and providing on-going safety leadership, and coordinating ongoing training requirements. They may be involved with recruiting and selection activities, but defer advanced performance management responsibilities to their supervisor.

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**Survey Technician II****TYPICAL DUTIES \***

- Preparing and reviewing estimates for survey services with appropriate follow up analysis
- Coordinating maintenance, modification, leasing and purchasing activities for survey equipment and vehicles
- Responding to public inquiries regarding survey procedures and activities
- Conducting work-site inspections and incident investigations, and coordinating effective follow-up as required
- Performing formal and informal performance evaluation and monitoring on subordinates through staff meetings, field inspections, formal performance appraisals and one on one communications. Assisting in the investigation, recommendation and implementation of disciplinary actions as required. Recommending, coordinating or conducting appropriate training and/or certification for subordinates
- Scheduling and approving vacation leave for survey field staff
- Providing technical support, training, troubleshooting and direction to survey personnel for active survey systems (equipment, software and specialized hardware)
- Providing data processing and analysis in support of the section's technical business requirements
- Providing thorough, practical and theoretically sound analysis for the evaluation, creation or modification of technical systems, specifications and methodologies

**KNOWLEDGE, ABILITIES AND SKILLS**

- Thorough understanding of the survey principles and techniques common to the sections survey requirements
- Knowledge of construction methods and procedures
- Ability to inspect / evaluate work for adherence to specifications
- Ability to operate complex technical hardware and software systems and provide assistance to other in this use
- Knowledge of OH&S, corporate and union policies
- Ability to direct activities and coordinate manpower, equipment and supply needs for multiple, simultaneous projects and assignments

- Ability to use standard corporate computer hardware and software systems
- Ability to relate well with people and to lead by example
- Demonstrated qualities of organization and time management skills
- Ability to communicate effectively
- Ability to produce finished results in a timely and a professional manner

**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 five years of relevant field and administrative experience, including at least three years of supervisory experience at a Survey Technician 1 level.

\* *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	0703			
Last Updated:	2006-04			
Previous Updates:	1983-06 (retitled), 1981-06			
Originated:	1978-11			