

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES – GEOMATICS AND CORIDOR MANAGEMENT LOCATION – 100 KING STREET WEST, 2ND FLOOR)

SURVEY ASSISTANT– CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Geomatics while taking direction from the Survey Technologist/Technicians (Party Chiefs) assisting in all aspects of cadastral, topographic, control surveying, monitoring surveys and survey layout.

GENERAL DUTIES

Measure and record all types of field observations by way of field notes and/or electronic data collection and process data using calculator, or data collector/computer software systems.

Operate survey tools and equipment such as prism poles, level rods, levels electronic measuring devices, data collectors, GPS equipment, transits, total stations, robotic total stations, gas detectors and utilizing breathing apparatus as applicable.

Perform preventative maintenance on tools and equipment, including but not limited to cleaning, repairing and calibration.

Assist in all aspects of cadastral, topographic, control surveying, monitoring surveys and survey layout.

Assist in field reconnaissance to uncover survey monuments and layout/set survey monuments or control points.

Receive and answer enquiries from public, staff, contractors and Utility Agencies.

Prepare survey vehicles for daily deployment with equipment and supplies, perform equipment and maintenance duties at the conclusion of each day.

Assist in all elements of confined space entry and fall arrest prevention.

Operate and maintain survey vehicles.

Erect signs and barricades and perform traffic control to Provincial and Corporate Standards.

Assist in clearing survey lines removing obstructions such as trees, branches and bushes.

Train new staff.

Perform other duties as assigned which are directly related to the responsibilities of the position.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Proven knowledge of surveying theories and techniques with a solid understanding of GPS methodology and survey related mathematics normally acquired through post secondary education (i.e. Survey Science

or Geomatics) or a combination of education and relevant work experience.

2. Knowledge and experience working in an integrated survey environment. with an understanding of different survey datums.
3. Proven demonstrated experience in cadastral, topographic and control surveying, monitoring surveys and survey layout.
4. Previous experience operating, maintaining and calibrating equipment such as Total Stations, Robotic Total Stations, Levels, confined space entry retrieval equipment and gas detectors.
5. Previous experience recording and processing data using data collector/computer software systems.
6. Solid understanding of Ministry of Transportation Book 7 and Health and Safety regulations that pertain to surveying.
7. Excellent verbal and written communication skills.
8. Excellent interpersonal skills to deal with staff, outside agencies and the general public.
9. Must possess a Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE:

Must be able to work in all outdoor environments.
Must be able to lift heavy equipment.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
