

MUNICIPAL SURVEY TECHNICIAN

The City of Camrose is seeking an experienced full-time permanent Municipal Survey Technician to join our Infrastructure and Planning department. Reporting to the Municipal Engineer, this position will person will be responsible for survey duties for the City, as well as the management of record drawings from City and non-City construction projects.

FUNCTIONS:

- Manages and maintains survey control and layout for City construction projects;
- Plans and coordinates preliminary surveys carried out by City staff or by contractors;
- Conducts field inspections and supervision of project components;
- Assists the Municipal Engineer with quantity calculations for progress payments;
- Coordinates the compilation of 'record' information for City projects and assist with 'record' drawings;
- Oversees utility mapping and integration of data with GIS records;
- Surveys annual gravel inventory and monthly landfill levels;
- Coordinates custom survey work for third parties;
- Selects and maintains survey equipment and perform related duties;
- Maintains plan file system and including all new as-built drawings;
- Assists Design and Drafting Technician in drafting as time permits;
- All other relevant duties as assigned.

QUALIFICATIONS:

- A diploma in one or more of the following fields of study: Geomatics (Surveying) Engineering Technology, Civil Engineering Technology, or Engineering Design and Drafting Technology with C.E.T. designation and current membership with A.S.E.T.
- A minimum of five (5) years of relevant post-diploma experience in civil project design or construction, municipal construction experience considered an asset.
- Proficiency with all survey instruments including, but not limited to: G.P.S., Theodolite, Total Station and Level, etc.
- Advanced proficiency of AutoCAD software. Experience with other drafting or land development software such as Soft Desk, AutoTurn, etc. is considered an asset.

HOURS OF WORK: Hours of work are typically 8:00 am to 4:30 pm, Monday through Friday.

SALARY & BENEFITS: The City of Camrose offers a competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be based upon the experience and qualifications of the successful candidate.

APPLICATIONS: Qualified applicants are encouraged to submit a cover letter and current resume via e-mail or to the address below by February 28, 2020. ***We appreciate and consider all applications; however only candidates selected for interviews will be contacted.***

CONTACT:

Attention: Human Resources

Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8

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