



JOB DESCRIPTION

TITLE: SURVEYOR

DEPARTMENT: Engineering

LEVEL: 10 (Subject to JE)

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Dec 2025

JOB SUMMARY

Under the direction of the Project Engineer, the Surveyor carries out engineering survey work for engineering design projects, including layout for construction. The incumbent provides survey information for other City departments, maintains field note data, and is responsible for equipment repairs, maintenance, and replacement.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Completes topographic surveys for engineering design projects and other City departments using modern survey equipment, including total stations, electronic distance measuring devices, digital levels, data collectors, and other surveying instruments.
2. Prepares, processes, and manages digital survey data in accordance with survey standards and project requirements; reduces and drafts survey data using CAD and related software to produce base plans for engineering design projects; supports Design Technologists with survey information and interpretation; and maintains organized digital survey records and project documentation.
3. Completes accurate layout of construction works by transferring data from design drawing to ground for construction purposes.
4. Provides survey information for other City departments by completing survey work, and preparing sketches and plans showing cadastral or topographic information as requested.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

5. Maintains survey equipment inventory and a system for equipment repairs and maintenance by providing reports and recommendations to the Project Engineer.
6. Develops Requests for Proposals, evaluates and selects proponents, and manages contractors and consultants' work and deliverables for external surveying services.
7. Assists City departments with the collection of survey and related field data.
8. Trains and assists other staff in carrying out survey work and provides direction to temporary staff when required (e.g. co-op and summer students).
9. Responsible for the location, establishment, preservation, and documentation of survey monuments in accordance with the Land Title Act, LTSA requirements, and municipal standards.
10. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of survey equipment and the ability to verify and check construction layout surveys.

Thorough knowledge of principles and practices of land surveying.

Extensive knowledge with engineering application software, including AutoCAD, Civil 3D, and GIS.

Thorough knowledge of the City of Nanaimo Engineering Standards and Specifications.

Thorough knowledge of general mathematics principles.

Considerable knowledge of elementary engineering principles and municipal service design.

Ability to read and interpret municipal engineering drawings and survey plans.

Ability to maintain concise, accurate records of daily activities and events.

Ability to communicate with courtesy and tact to obtain or distribute routine information to internal and external customers, including probing for clarification when required.

Ability to exercise independent judgment and work with minimum supervision.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to perform physical work involving handling tools and equipment, climbing structures, and sitting or standing for prolonged periods.

Proficient computer skills, including MS Office applications such as Outlook, Word, and Excel.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

A diploma in engineering technology, surveying, or related discipline from a recognized technical institute.

A minimum of 5 years' experience in surveying.

Or an equivalent combination of education and experience.

Valid Class 5 BC Driver's License.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies, and objectives.