

Job Class Profile: Land Survey Inspector II**Pay Level: CG-27 Point Band: 534-577**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	3	3	5	3	3	3	1	3	
Points	187	50	19	24	90	65	62	21	32	550

JOB SUMMARY

The Land Survey Inspector II completes technical work involved in performing legal surveys and/or evaluating land survey returns and field investigations; reviewing grant, lease or other official documents related to land tenure and/or transfer, evaluates land survey returns for acceptability for drafting on title documents for mineral leases, grants and other purposes and prepares surveying plans.

Key and Periodic Activities

- Reviews surveys for Crown Lands to ensure they adhere to related legislation and Crown Land Survey Standards.
- Reviews Crown Land Applications to ensure all proper documentation is present and that the information contained within the documents conforms to the application and is in accordance with government regulations.
- Performs mathematical calculations on submitted surveys to ensure they meet the Crown Land Standards and Guidelines as set forth in the Newfoundland Surveyors Associations Standards of Practice.
- Utilizes the Geographic Information System (GIS) to ensure land surveys are plotted in the correct location and are in agreement with any issued titles.
- Uses GIS to re-evaluate previously plotted titles as new survey information becomes available.
- Performs GIS Integration of Issued Titles upon completion of application process and issuance of formal documents.
- Utilizes various databases to sign off on processes to ensure proper title documents are generated and the application process is updated.
- Utilizes various databases to generate requests for information when corrections or clarification of issues relating to surveys is required.
- Conducts “Quieting of Titles” investigations involving GIS plotting of survey, aerial photography and historical research of land occupation.
- Performs field inspections to determine land survey accuracy, solve land disputes and as random checks to ensure standards are being adhered to.
- Issues survey authorization for Crown Land applications to the designated surveyor.
- Communicates with applicants and various government officials on related issues.

Key and Periodic Activities

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| <ul style="list-style-type: none"> — Cancels applications when deadline has passed for submission of required information. — Conducts Registry of Deeds research to determine chain of title. — Prepares court documents and exhibits to be utilized by Crown Land Administration. |
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SKILL

Knowledge

General and Specific Knowledge:

- Geomatics Engineering principles and practices.
- Land surveying principles and practices.
- GIS software applications and procedures.
- Aerial photography interpretation.
- Global Position System (GPS) surveying techniques.

Formal Education and/or Certification(s):

- Minimum: 3 Year Specialized Diploma in Geomatics/Surveying.

Years of Experience:

- Minimum: 2 - 3 years.

Competencies:

Analytical skills.

Written and verbal communication skills.

Ability to repair and calibrate machinery.

Ability to use GPS survey equipment; and use GIS to edit and plot surveys.

Interpersonal Skills

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| <ul style="list-style-type: none"> — A range of interpersonal skills are used to perform activities such as listening, asking questions to ensure understanding of work assignments, and providing and seeking routine information relating to surveys, and from time to time communicating specialized information through formal presentations, gaining the cooperation of others to complete tasks and dealing with upset or angry people. — Communication occurs with employees in the immediate work area and Department/Group, supervisor, managers, clients, general public and professional association, and less routinely with employees from other department or other levels of government, students and executive. — Most significant contacts are with immediate supervisor to discuss daily work schedule, problems, and issues; with more senior survey inspectors to obtain technical advice dealing with survey techniques and regulations; and with the Manager to obtain instruction and clarification dealing with Quieting of Titles. |
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EFFORT

Physical Effort

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| <ul style="list-style-type: none"> — The demands of the job generally do not result in considerable fatigue, requiring periods of rest. |
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- Occasionally is required to lift or move objects less than 10 lbs. such as surveying equipment when conducting field work.
- As position involves travel throughout the province, driving is also occasionally required.
- Regularly required to use fine finger/precision work to review and input information relating to field surveys, and to perform GIS data layering and to operate survey equipment.

Concentration

- **Visual** concentration is required when performing aerial photograph interpretation (using stereoscopes); when reviewing information and inputting into a computer database; and when using survey equipment. Uses Computer Aided Design (CAD) and GIS software to plot location of surveyed land.
- Activities such as entering information into databases and ensuring proper documentation is submitted with applications can be **repetitious and require alertness**.
- **Higher than normal levels of attentiveness or alertness** is required when conducting field work.
- **Time pressures and deadlines** are experienced when requested by Supervisor or Manager to prepare information relating to a specific Crown Title issue.
- Computer, surveying equipment usage and driving requires **eye/hand coordination**.
- When dealing with Crown titles and surveying standards, **exact results and precision** are required.

Complexity

- Work typically involves tasks or activities that are similar/related in terms of the skills and knowledge used.
- Challenges/problems/issues are typically well-defined and have obvious solutions. Work is performed within defined and standard work processes. Some challenges are encountered where practical solutions must be found such as when identifying an error or omission in a submitted survey plan and description.
- Typical errors could be typographical, mathematical calculation, or required items omitted. Resolution typically requires contacting the surveyor to have corrections made.
- Reference material available includes acts and regulations, policies and procedures, discussing with Supervisor/Manager.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled.
- Decisions that can be made without formal supervision include requesting straight forward information from surveyors, such as correction to calculation errors, requesting information that is missing from application, etc. Typically this involves information required in accordance with legislation, survey standards and policies.
- Formal approval is required to deal with any major issue or problem that could impact on the current or future Crown land application or any land issues and are outside standard protocol.
- Complex issues to be addressed with private surveyors regarding survey plans and descriptions are forwarded to Supervisor. Re-plotting of title in the GIS when new survey information is provided must also have supervisory approval.

- Discretion and judgement must be used when interpreting aerial photography to determine land usage and occupation.

Impact

- Impacts are felt internally within the immediate work area/department/government as well as externally with clients and general public.
- Work activities impact information, processes and systems (applications are reviewed in stages and when activities are completed, results are forwarded to the next level for processing).
- The consequences of a mistake or error can prolong the application process by requiring a re-check of survey documents and requesting additional information. Errors would require various processes to be completed again and amendment to the original document.
- Work tasks and activities are highly monitored and controlled and are subject to a number of levels of review which will minimize the likelihood of errors.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Provides development and leadership through on-the-job advice/guidance, orientation and on-the-job training to students and new employees.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment is not required; however, precautions should be used when conducting field checks on surveyed land and driving to and from site locations.
- Occasional exposure some undesirable conditions such as travel and glare from a computer screen.