

Job Class Profile: Land Survey Inspector III**Pay Level: CG-30 Point Band: 676-689**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	4	3	5	4	3	4	2	3	
Points	233	67	19	24	120	65	83	43	32	686

JOB SUMMARY

The Land Survey Inspector III performs advanced technical work involved in conducting legal surveys and field investigations; reviewing grant, lease or other official documents related to land tenure and/or transfer; evaluating land survey returns for acceptability for drafting on title documents for mineral leases, grants and other purposes; and preparing surveying plans and compiling land ownership maps.

Key and Periodic Activities

- Issues survey instructions to other Land Survey Inspectors.
- Conducts initial review of title documents, confirms accuracy of information and makes corrections where necessary. Updates database upon completion.
- Inspects legal surveys submitted by private sector surveyors to be used in the preparation of Crown title documents.
- Provides interpretation of relevant legislation pertaining to land, waterway, easements, right of ways, etc.
- Assigns Quieting of Titles files to survey inspection staff. Logs information and updates database.
- Performs land surveys; completes calculations; drafts survey plans; integrates into Geographic Information System (GIS); prepares reports and metes and bounds descriptions; interprets information.
- Advises other surveyors on proper procedures when surveying Crown land on behalf of an applicant.
- Responds to enquiries from applicants on status of documents.
- May be required to attend court as an expert witness.
- Participates in staff meetings.
- Accesses information from other sources pertaining to land title issues.
- Attends professional conference/conventions.

SKILL**Knowledge**

General and Specific Knowledge:

- Conducting field surveys.
- Development of GIS and various layers of data.
- Policies, procedures and standard practices in the use of GIS.

Formal Education and/or Certification(s):

- Minimum: 3 Year Specialized Diploma in Geomatics/Surveying. Must be licensed as a Newfoundland Land Surveyor (NLS).

Years of Experience:

- Minimum: 2 - 3 years.

Competencies:

- Analytical skills.
- Written and verbal communication skills.
- Ability to repair and calibrate machinery.
- Ability to conduct analysis or assessment.

Interpersonal Skills

- A range of interpersonal skills as used to perform activities such as listening, asking questions to determine course of action, give advice and opinions, and providing routine information and direction to others. Less frequently will use interpersonal skills to communicate specialized information, conduct formal interviews, instruct staff, coach or mentor, facilitate meetings, make formal presentations to groups, gain the cooperation of others to complete work, address issues and/or solve problems, deal with upset or angry people and resolve disputes.
- 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 supervisors to discuss daily work schedule, problems, issues, course of action, solutions reached or advised; with staff to discuss files or projects in progress, work jointly on solutions and courses of action; and with Professional Land Surveyors to issue instructions, advise on problems/issues, and courses of action.

EFFORT**Physical Effort**

- The demands of the job generally do not result in considerable fatigue, requiring periods of rest.
- Typically, lifting or moving objects between 10 to 15 lbs, such as surveying equipment when conducting field work, is occasionally required.
- 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, cadastral maps and to perform GIS data layering.

Concentration

- **Visual** concentration is required when reviewing information from an old grant and when inputting the information to a computer database. Uses Computer Aided Design (CAD) and GIS software to plot location of surveyed land.
- Activities such as entering information into databases and ensuring correct schedules are

attached to official documents can be **repetitious and require alertness**.

- A **high level of attentiveness or alertness** is required when conducting field work.
- **Time pressures and deadlines** are experienced when dealing with land associated with industrial development, boundary disputes, court proceedings and ensuring official documents are prepared prior to closing date of sale.
- Computer, surveying equipment usage and driving requires **eye/hand coordination**.
- When dealing with Crown titles, contract specifications, inspection reports and surveying standards, **exact results and precision** are required.

Complexity

- Tasks or activities are typically similar/related in terms of the skills and knowledge used and generally well defined.
- Challenges/problems/issues are also typically well-defined and have obvious solutions. Work is performed within defined and standard work processes. At times challenges are encountered where practical solutions must be found and can occur when assessing and determining from the reports, plans and descriptions provided by the licensed surveyor whether or not work was carried out to the satisfaction of the Crown. This requires a level of analysis and assessment.
- There is a requirement to keep abreast of trends and developments in advanced technology.
- Challenges/problems/issues can be addressed within a team setting and by research, field visits and interviewing individuals.
- Reference material available includes acts and regulations, policies and procedures.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed and controlled.
- Without formal approval professional judgement calls and decisions are made on all land surveying related issues that follow standard protocol and are governed by legislation, survey standards and policies.
- Any major issues or problems that could impact on the current or future Crown land application or any land issues that are outside standard protocol must be approved by supervisor.
- There is some discretion to exercise within predetermined limits when determining the need for field inspections.

Impact

- Impacts are felt internally within the immediate work area/department/government as well as externally with clients and general public.
- Work activities impact equipment used in the field and in the office, information (i.e. cadastral maps are available for release to the public), processes and systems (applications are reviewed in stages and when activities are completed, results are forwarded to the next level for processing), corporate image, and material and human resources.
- The consequences of a mistake or error can impact a decision regarding the purchase of land. Information from cadastral maps, however, is only to be used as a guide for such purposes. Mistakes or errors on land titles, however, can result in potential legal action if accuracy is compromised. Documents are legally binding and publicly registered. Errors would require various processes to be completed again and amendment to the original document.

- Work tasks and activities are generally prescribed and controlled 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, on-the-job training and acting as a technical mentor.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment and/or precautions when using chain saws while conducting field surveys are required.
- There is limited likelihood for injuries or illnesses resulting from hazards given that all health and safety regulations are followed.
- Exposure to glare from computer screen, unusual/distracting noise, adverse weather conditions and travel when conducting field surveys occurs on an occasional basis.