

Job Class Profile: Land Survey Inspector IV**Pay Level: CG-36 Point Band: 790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	3	5	5	4	4	4	3	
Points	233	83	19	24	150	87	83	86	32	797

JOB SUMMARY

The Land Survey Inspector IV is a supervisory highly specialized technical position involved in planning, monitoring, administering and coordinating a major section of the Crown Lands Division. Work involves coordinating, monitoring and evaluating a province-wide Crown Titles Mapping Program; supervising various levels of land survey inspectors; identifying, developing and implementing related training requirements; administering applicable budgets for the unit; developing contract specifications, evaluating proposals, recommending contract award; and developing and selecting computer software for survey and mapping usage.

Key and Periodic Activities

- Supervises land survey inspectors involved in the integration of a Crown titles layer of data within a Geographic Information System (GIS); establishes mapping priorities in consultation with Lands Branch and other government officials; monitors and provides technical advice on the development of an existing GIS.
- Resolves unusual boundary problems and disputes by analyzing reports, field surveys and plans compiled by staff or private land surveyors.
- Responds to enquiries from the public concerning issues related to land grants and cadastral layers.
- Provides technical direction, information and advice on land surveys, cadastral mapping and GIS procedures to Regional Land Survey Inspectors.
- Investigates and prepares reports for the Department of Justice on possible court proceedings. Attends courts as a Crown witness.
- Meets and discusses various problems/requests with senior management.
- Plots geographic Crown titles into GIS.
- Prepares contract proposal documents; develops contract specifications; evaluates proposals from bidders and recommends contract award; checks inspection reports and approves progress payments.
- Prepares and administers budget for section; approves purchase orders and requisitions; and certifies for payment.
- Attends various seminars/displays relating to software usage.
- Attends annual meetings for the Association of Newfoundland Land Surveyors.

Key and Periodic Activities

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| <ul style="list-style-type: none"> — Participates in interviews with students for work-term placements. — Compiles annual report of activities. |
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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: 4 - 5 years.

Competencies:

Analytical skills.

Written and verbal communication skills.

Ability to repair and calibrate machinery.

Ability to conduct analysis or assessment.

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 determine the location of grants if unknown, and providing routine information and direction to others to assist with locating or relocating a grant. Less frequently communicates specialized information, conducts formal interviews, makes formal presentations to groups, gains the cooperation of others to complete work, addresses issues and/or solves problems, deals with upset or angry people and resolves disputes. — Communication occurs with employees in the immediate work area and Department/Group, students, supervisor, managers, and less frequently with clients, general public and professional association, employees from other department or other levels of government, and executive. — Most significant contacts are with employees within the immediate work area to discuss work issues and give direction; with managers to review special requests or discuss issues arising in daily routine; employees within the department relating to the application processing system, as different sections within the department deal with particular parts of the process. Communication can be complex when ensuring that there are no surveying related problems in issuing title. |
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EFFORT

Physical Effort
<ul style="list-style-type: none"> — 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
<ul style="list-style-type: none"> — Visual concentration is required when reviewing information from an old grant and when inputting the information to a computer database. — 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 or other pressing issues. — 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
<ul style="list-style-type: none"> — 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. Occasionally some challenges are encountered where practical solutions must be found. This occurs when dealing with overlapping grants. These are difficult to plot and sometimes impossible to solve as many original titles are not available. Positions in this class have supervisory responsibilities and, therefore, have addition work complexity in supervising and providing technical direction to assigned staff. — Positions are required to keep abreast of trends and developments in advanced technology. — Challenges/problems/issues can be addressed by research, field visits and interviewing individuals that may be familiar with the geographic location. — Reference material available includes acts and regulations, policies and procedures and there is advice from management personnel.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Works tasks and activities are somewhat prescribed and controlled. — Without formal approval decisions can be made regarding updating and maintaining the cadastral layer of the section's mapping system. — Any major issues or problems that could impact on the current or future Crown land

<p>application or any land issues must be approved by supervisor.</p> <ul style="list-style-type: none"> — 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.
<p>Impact</p> <ul style="list-style-type: none"> — Impacts are felt internally within the immediate work area/department/government as well as externally with clients and general public. — Work activities impact information and finances, as cadastral maps are available for release to the public. These maps are often referred to by the public when deciding on the purchasing of land. While they are meant to be used as a guide only, the information can be influential in land transactions. — The consequences of a mistake or error can impact a decision regarding the purchase of land. Mistakes or errors on land titles 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.
<p>Development and Leadership of Others</p> <ul style="list-style-type: none"> — Responsible for the direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees). — Provides development and leadership through on-the-job advice/guidance, direction, feedback and delegating tasks.

WORKING CONDITIONS

<p>Environmental Working Conditions</p> <ul style="list-style-type: none"> — Safety equipment and/or precautions when 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 a computer screen, unusual/distracting noise, adverse weather conditions and travel when conducting field surveys occurs on an occasional basis.
