

Association of British Columbia Land Surveyors

PRACTICE ADVISORY DEPARTMENT JOB OPPORTUNITY

Survey Technician / Department Support Position

The Position

The Practice Advisory Department (PAD) has an opening for a full time Survey Technician/Department Support person beginning in the fall of 2018. PAD conducts Plan and Practice Reviews on all active members of the Association each year as part of the Practice Advisory Program. In addition, PAD provides support to several Association committees. As the Survey Technician/Department Support person, you will play a key role in, and make a valued contribution to, the Practice Advisory Program of the Association of BC Land Surveyors (ABCLS). The Practice Advisory Department is an integral part of the ABCLS and is staffed by three full time Association employees and several contractors working in a cooperative and supportive team environment.

As the Survey Technician/Department Support Person you will:

- Conduct preliminary reviews of approximately 250 to 300 plans per year. These are comprised mostly of Strata Property Act and Land Title Act plans, with some wellsite plans and occasional Land Act Plans.
- Maintain a database that tracks results of Plan and Practice Reviews and provide status reports to the PAM during the year.
- Assist the Practice Advisory Manager (PAM) in preparing the PAD Annual Report at year end.
- Assist with agenda, minutes and scheduling for several ABCLS Committees.

This position has several unique features including:

- The job is strictly office based - no field work is required.
- Depending on location of residence, you may work from the ABCLS Sidney office, or from your home office maintaining close communication with the Practice Advisory Manager and other ABCLS staff.
- Training will be provided in all aspects of the position.
- You will be supported by PAD management staff in doing the reviews. The PAD Survey Technician/Support person does preliminary work for reviews (LTO research, pulls all relevant titles/plans, orders documents and scan on demand, does preliminary checklists). The PAM/Assistant Practice Advisory Manager (APAM)/contractor does additional professional due diligence and prepares a final report.
- The Survey Technician will have minimal direct contact with ABCLS members regarding Plan and Practice Reviews as this will be handled by the PAM or the APAM.

- You will be supported by PAD management staff in assisting ABCLS Committees. The Survey Technician/Support person communicates with Committee Chairs, assists in preparing meeting agendas and meeting minutes, scheduling meeting dates and coordinating with Committee members.

Candidate Requirements

- Must have a diploma or degree in geomatics/survey technology.
- Must have broad range of experience and familiarity with legal surveys and statutory plans.
- Must be adept at use of MicroSurvey – CAD and COGO functions as they apply to legal surveys and plans
- Ability and familiarity with Adobe, MS Word, Excel and Outlook.
- ABCLS will supply necessary hardware and software.

Financial Compensation

- This is a full time position with compensation commensurate with experience. Compensation is competitive with industry private sector rates.
- An Employee Benefits Plan is included. Details will be provided on request.

To apply for this position, please send your resume and a brief summary of your reasons for interest in the position to Gordon Gamble, Practice Advisory Manager (ggamble@abcls.ca) prior to September 30, 2018. If you have questions about the position or require clarification of the job description, you may contact Gordon Gamble at 250-729-3852 or ggamble@abcls.ca .