

JOB PROFILE

Engineering Services- Planning & Building, Engineering and Environment

Instrument Person

The successful candidate will focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

HOURS OF WORK: 35 hours per week Monday to Friday between the hours of 8:30 am and 4:30 pm. Hours may vary due to overtime required.

DUTIES:

- Operate various survey instruments including but not limited to level, transit, total station, data collectors and GPS units.
- Set up and operate survey equipment for pre-construction data collection including establishing bench marks and base lines, running traverse lines, leveling for cross-sections and profile and picking up topographical information.
- Complete field notes and drawings using AutoCAD and Civil 3D and correspond with Design staff.
- Set up and operate survey equipment for the purpose of layout of municipal construction projects including, setting lines and grades for sewers, roads, watermains, curb and gutter, culverts and ditches; take cross-sections for calculations of volume of earth excavation or fills, stakes vertical and horizontal curves; and check accuracy of contractor's work.
- Set up and operate survey equipment on City property including streets, parking lots and right-of-ways for data collection, permanent record and design purposes.
- Collects post construction and as-constructed information and surveys of sewers, roads and other municipal services for permanent records.
- Completes field notes for record of information and performs measurements and calculations in the field to set grades, layout curves and establish alignment controls.
- Provides instruction, leadership and field direction to survey staff (full-time and part-time) and ensure work is carried out efficiently and accurately.
- Reads and interprets construction plans and specifications related to municipal and construction projects.
- Act as liaison with other City Departments when conducting surveys for projects and obtain necessary information for assigned projects including drawings, registered plans, plans of subdivision, field books and specifications. Advise peers and supervisors on survey matters.
- Acts as Party Chief on designated projects.
- Performs all aspects of safety on the job.
- Perform other related duties as assigned including field inspection of sewers and other construction projects and all aspects including completion of Inspectors notes, and contact administration as required.

QUALIFICATIONS:

- Experience related to the duties listed above, normally acquired through a 2 year diploma from a Community College in Civil Engineering technology or closely related field with 2 – 3 years proven survey experience. Candidates with an equivalent combination of education and experience may be considered.

- Must have a valid Class “G” driver’s licence with a good driving record
- Preference will be given to those who are certified as a certified technician/technologist with OACETT or those willing to obtain certification within one year from start date in the position
- Demonstrated knowledge in municipal surveying, general inspection and/or advanced sewer and watermain construction inspection is required; completion of relevant OGRA/MEA courses is an asset
- Proven knowledge and experience operating various electronic survey instruments such as total station, data collectors and GPS units
- Proven proficiency in AutoCAD and other relevant civil design software packages such as Civil 3D or LANDesk Development (LDD)
- Previous construction inspection experience would be considered an asset
- Must possess excellent communication, teamwork and interpersonal skills
- Must have a demonstrated knowledge and understanding of construction safety as outlined in the OHSA, Traffic Control and First Aid
- Must be a self-starter and able to work with limited supervision

THIS IS A SAMPLE JOB PROFILE.PLEASE VIEW THE “CAREERS/JOBS” PAGE FORCURRENT OPENINGS THAT WE ARE ACTIVELY RECRUITING FOR