

# JOB DESCRIPTION

Benchmark Job #342

Ministry: Environment, Lands and Parks  
Branch: Geographical Data, B.C.  
Location: Victoria

Working Title: **Head, Topographical Digital Data**  
Level: Range 30  
Classification: Scientific/Technical Officer

## PRIMARY FUNCTION

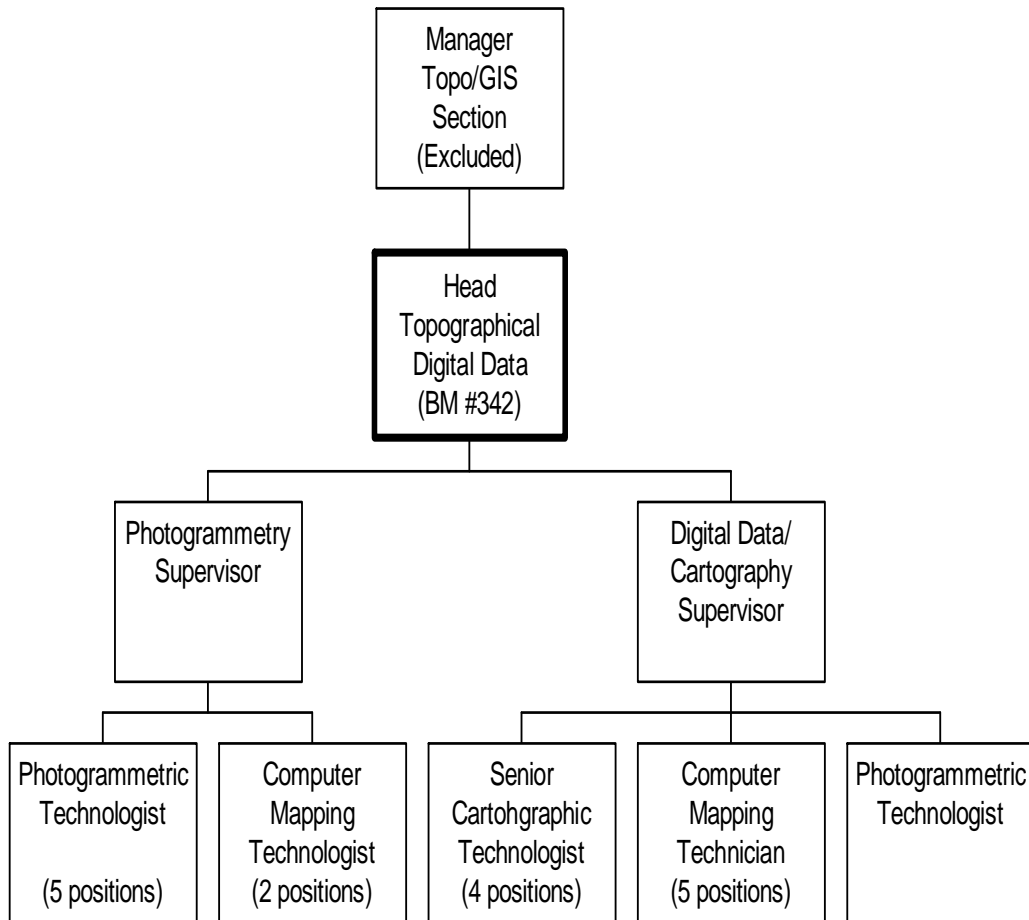
To plan, organize, and provide expertise in the creation and production of digital and analog topographical maps that are used to support land, economic and resource management activities.

## JOB DUTIES AND TASKS

1. Plans, organizes, and coordinates all in-house and contract projects of the work unit
  - a. ensures all mapping data being produced, inspected, accepted, archived and distributed to the Ministry's clients meets Branch goals and objectives
  - b. develops work plans required for the delivery and inspection of digital topographic data for all programs and all related products
  - c. supervises staff in terms of training, appraisals, work and discipline
  - d. responds to all technical enquiries received from mapping consortiums, private sector clients, ministries and others
  - e. evaluates and resolves problems of conflicting information evolving from either contractors, clients or in-house personnel and on data base sources and maps.
  - f. examines monthly progress and schedule reports provided by supervisors and recommends any necessary corrective action
  - g. administers a budget, including funds for multi-million dollar contracted services
  - h. participates in Branch strategic planning and directions
  - i. provides consultation on topographical mapping to staff and end product users
2. Develops and implements the systems and procedures for the quality assurance of Branch mapping contracts and evaluates new systems and techniques for in-house production
  - a. conducts feasibility studies, requirements analysis, systems design, and recommends, and installs the systems for the quality assurance of the Branch's in-house or contract mapping programs included in the B.C. Digital Atlas
  - b. evaluates various scenarios and provides recommendations to appropriate Manager, leading to the implementation of a digital data capture and other related systems
  - c. establishes implementation plans that reflect the need for staff training, procedures development, production requirements and organizational impact
3. Provides expertise in the development and evaluation of specifications, and contracts for professional, topographic and computer services and products
  - a. supports and sponsors the development of Municipal GIS through the development and refining of large scale digital data specifications
  - b. participates in and/or leads the development of related Branch systems as required
  - c. provides technical and management expertise in the development and evaluation of request for proposal documents
  - d. carries out on-site inspections at contractor premises to evaluate technical and professional capabilities and approves appropriate companies for contract bidding.
  - e. provides a system to ensure that all mapping contractors are kept informed of specifications changes and updates
  - f. develops solutions to photogrammetry, cartography, and GIS related problems identified by the client base

ORGANIZATION CHART  
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## REASON FOR CLASSIFICATION

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Job Title: Head Topographical Digital Data

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand all related issues of a significant photogrammetry, cartography, and Geographical Information Systems (GIS) program to manage the production of topographic base maps which are key documents for use at all levels of government, industry and the public.</p>	I	305
2	<p><b>MENTAL DEMANDS</b> Judgement to plan improvements to the province's mapping program by functioning as a leader in GIS mapping, incorporating new technology, and coordinating the development of advanced information management systems.</p>	H	250
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to supervise employees, appraise work, and communicate issues of discipline when needed.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use a keyboard and a mouse in the production of detailed maps with some speed to meet deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by ministry policies and standards, manage the geographical referencing framework of toponymic, digital thematic, GIS, and topographic bases. The program area is a national leader in producing digitized maps.</p>	G	190
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Considerable financial responsibility to develop contract language for multi-million dollar mapping service contracts and to certify satisfactory contract performance where results are defined in general terms.</p>	F	43
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to guide the development and maintenance of the province's information resource of topographic base maps and ensure the quality of information of the topographical mapping program.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsible to supervise employees, appraise employee performance and take disciplinary action (19 FTEs).	DH	25
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safe work practices of staff in a low-risk office environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently balance the multiple demands of conflicting priorities, problems and project deadlines on the creation of cartographic maps.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort is required to frequently focus on printed material, contracts, and detailed maps.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 951**

**Level: Range 30**