

JOB DESCRIPTION

Benchmark Job #025

Ministry: Environment, Lands, and Parks
Branch: Surveyor General Branch
Location: Victoria

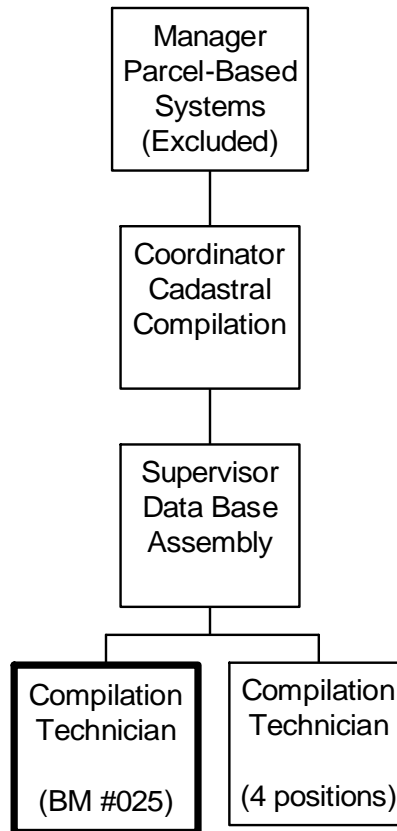
Working Title: **Compilation Technician**
Level: Range 18
Classification: Scientific Technical Officer

PRIMARY FUNCTION

To gather, compile, integrate and produce primary land survey database information for the Branch's Crown Land Registry Information System and for the Ministry's database program in order to produce cadastral maps that depict the boundaries of land reserves/uses/ownership across the province.

JOB DUTIES AND TASKS

1. Gathers, integrates and collates land survey data prior to compilation
 - a. accesses and retrieves data from automated inventory sources such as Automated Land Titles Searches (ALTOS), the Survey Plan Index (SPI) and the Crown Lands Information System Program (CLISP)
 - b. accesses and produces copies of Land Title Office records, Surveyor General Branch records, and other Ministry records and non-automated sources such as written descriptions, legal descriptions, charters, etc that are pertinent to the compilation process and can help identify boundaries
 - c. examines, requests, and compiles geodetic control records to use as reference points in the mapping process
 - d. reviews land survey information from Surveys and Resource Mapping Branch
2. Compiles and produces primary land survey data base information and cadastral base maps
 - a. generates, checks and maintains the controlling map grids specific to each project
 - b. imports the Survey Branch's and Resource Mapping Branch's base maps and translates them from Ministry of Environment, Lands and Parks or IGDS formats to current branch formats
 - c. generates a primary coordinate database file to establish reference and control points to be used in plotting boundaries
 - d. resolves survey plan discrepancies and overlaps in boundaries by applying survey mathematical procedures and by adjusting the primary coordinate database file to produce a final integrated and adjusted coordinate database file
 - e. generates topologically and positionally correct digital land survey framework by using the adjusted coordinate database file
 - f. monitors and assesses the land survey tie network during the compilation process to establish validity or degree of confidence in the cadastral framework
 - g. produces digital file of land survey tie coordinates which have been verified as accurate for the databank of the Surveys and Resource Mapping Branch
 - h. completes the production of the digital land survey framework by the addition of appropriate annotations
 - i. produces provincial cadastral maps that show the boundaries for a very wide range of land applications such as reserves, watersheds, grazing, mining, forestry, parks, recreation, private ownership, etc.
3. Verifies accuracy and completeness of land survey database information
 - a. submits digital data to an automated quality control process
 - b. produces hard copy pen plots and performs visual checks
 - c. corrects defects found and submits data for final review
4. Performs other duties
 - a. leads specific aspects or sections of the project
 - b. provides training in digital compilation techniques to other staff
 - c. performs quality control checks on topographical and planometric (rivers, roads, railways, etc) data produced by contractors
 - d. maintains and updates work log reports



REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of computerized mapping and assess mapping data to compile and produce the primary land survey database and cadastral base maps.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to apply structured study, to examine and determine data conflicts and choose an approach requiring the precise application of technical principles using a combination of accepted computerized mapping methods and equipment to compile and produce a primary cadastral data base, translate base maps into current branch formats and adjust the data base file using survey mathematical procedures.</p>	F	175
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information needing explanation of corrective requirements for topographical and planometric data produced by contractors.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to use a computer to prepare cadastral data bases and maps which requires precise manipulation with a computer mouse and/or hand drawings.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by land survey data and quality control standards, applies accepted work methods in a different way to resolve survey plan discrepancies and overlaps in land application boundaries by adjusting primary coordinate data base files and producing a correct framework for primary land survey data base and cadastral base maps.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES No financial responsibility.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes used to resolve discrepancies with input data and information to ensure accuracy in the cadastral framework.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training in digital compilation techniques to other workers.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense sensory concentration to almost always visually focus on screen and to use a computer to compile mapping database.	D	18
11	PHYSICAL EFFORT Relatively heavy physical effort to almost always focus visual attention to view computer screens and printed material.	D	18
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Moderate exposure to hazards from almost always keyboarding or using a computer mouse.	C	6

Total Points: 693.5

Level: Range 18