

# JOB DESCRIPTION

## Benchmark Job #250

Ministry: Transportation and Highways  
Branch: Regional Operations  
Location: Various

Working Title: **Land Survey Administrator**  
Level: Range 21  
Classification: Administrative Officer

### PRIMARY FUNCTION

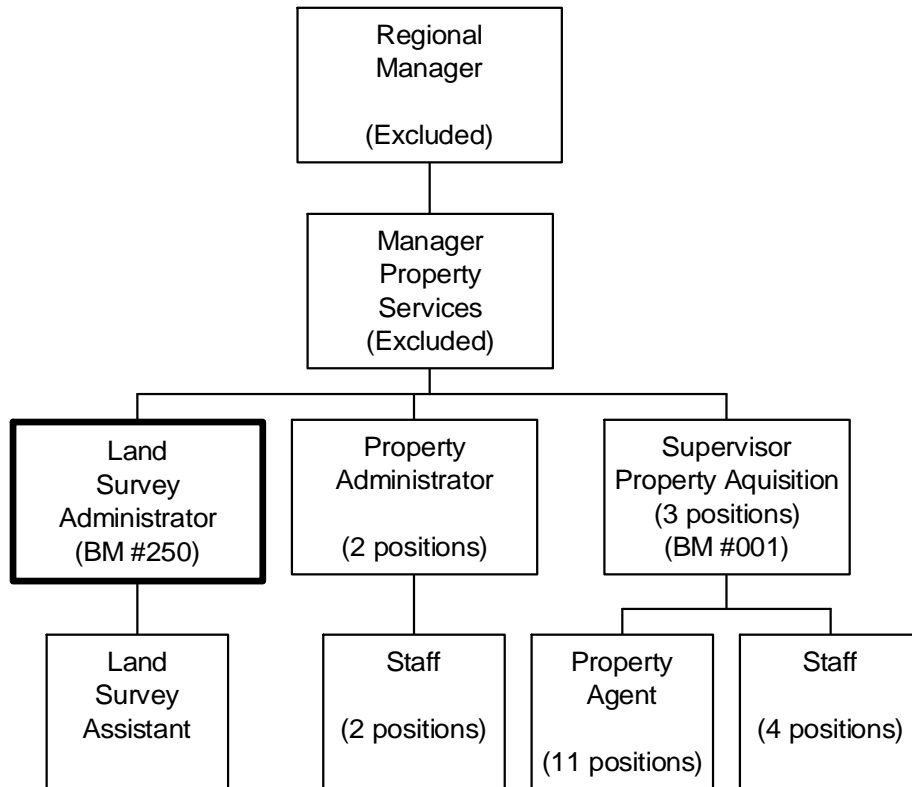
To administer the regional legal survey program and support the acquisition and disposal of lands for highway purposes.

### JOB DUTIES AND TASKS

1. Administers the regional land survey program
  - a. schedules land survey projects and assesses proposed road surveys to identify required modifications
  - b. searches land titles status and classifies, catalogues and prioritizes unsurveyed roads and coordinates process with district staff
  - c. identifies the kinds of surveys required and determines which surveys are more cost beneficial
  - d. compares previously conducted surveys to current cost estimates
  - e. negotiates acceptance and approval of survey plans with Provincial and Municipal Approving Officers and Land Titles Officers to facilitate processing and registration of plans
  - f. negotiates terms, conditions, deliverables and cost sharing for survey control plans and legal survey variations completed by other agencies
  - g. identifies unsurveyed and historical roads by examining road survey requests and comparing with previous surveys, plans and drawings
  - h. prepares documents such as control plans that coordinate surveys and provide instructions to Land Surveyors
  - i. determines availability of control lines and reference points and coordinates listings for field surveys through discussions with regional and district staff and design consultants
2. Prepares, negotiates and administers land survey contracts awarded to BC Land Surveyors
  - a. coordinates roster with the Manager, Land Surveys to ensure equitable assignment of contracts
  - b. adapts standardized contract language to draft contracts, including proposal methods such as tendering or cost estimate and required survey methodology
  - c. negotiates fee schedules for direct award or prepares and coordinates tenders for services
  - d. accepts or rejects tendered estimates and negotiates terms or refers proposals to other surveyors
  - e. communicates with survey companies during tendering and awarding and prepares final contracts
  - f. resolves surveyor field problems and monitors progress ensuring timeliness and no cost over-runs
  - g. drives to conduct field inspections of work and verifies accuracy of legal survey plans
  - h. prepares presentations and represents the ministry regarding disputes with BC Land Surveyors
  - i. verifies accuracy of invoices, validates over-runs and certifies invoices for release of payment
3. Coordinates the processing of survey plans to registration
  - a. ensures that legal plans comply with appropriate road survey legislation and regulations
  - b. resolves differences on the interpretation of plan requirements and acceptability related to surplus land parcel consolidation and road dedication
  - c. coordinates remedial action to correct omissions or inaccuracies with the Land Title and Survey Authority
  - d. ensures plans are registered with the Land Titles Office and forwarded to regulatory authorities
  - e. provides technical advice to regional and district staff on land survey requirements, policies and procedures
4. Administers financial resources allocated for contracting surveys and program requirements
  - a. identifies survey requirements and costing and prepares annual estimates of expenditures
  - b. tracks expenditures for contracts and office requirements
  - c. prepares year end budget reports and annual accountability reports
  - d. recommends proportionate funding for surveys commissioned by major utilities and private companies that are also of interest to the ministry
5. Supervises a Land Survey Assistant (1 FTE)
  - a. supervises staff, including hiring and training and plans, assigns and reviews work
  - b. sets work priorities and standards and conducts formal appraisals of work performance

ORGANIZATION CHART  
Benchmark Job #250

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## REASON FOR CLASSIFICATION

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Job Title: Land Survey Administrator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the principles of legal survey technology to administer the legal survey program in a region, schedule legal survey projects, prepare, negotiate and administer land survey contracts and administer financial resources allocated for contracting surveys and program requirements.</p>	G	250
2	<p><b>MENTAL DEMANDS</b> Judgement to apply technically exacting analysis and methodical investigation to review and verify the accuracy of legal survey plans produced by contracted professional BC Land Surveyors and ensure that the plans comply with legislation and regulations.</p>	F	175
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic negotiation skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to drive a vehicle to field sites to conduct inspections of survey work.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general land survey and contract management policies and procedures, applies accepted work methods in a different way to schedule legal survey projects and negotiate and administer land survey contracts.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Significant financial responsibility to adapt standardized language for survey contracts, including terms of reference, fees and time lines.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to control the processes associated with the quality of legal and survey data to ensure compliance with legislation and other regulatory requirements.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise a Land Survey Assistant and appraise employee performance (1 FTE).	DD	19
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate-care and attention to drive to field sites to conduct inspections of survey work, as a designated driver.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on source documents and survey contracts.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to computer screens and printed material to draft land survey contracts.	C	12
12	<b>SURROUNDINGS</b> Exposure to all weather conditions regularly where shelter is available while conducting inspections of survey work.	B	4
13	<b>HAZARDS</b> Limited exposure to hazards from regular driving to field sites to inspect work.	B	4

**Total Points: 737**

**Level: Range 21**