

SURVEY EXAMINER 1

GENERAL

Under supervision from the Survey Examiner 4, an incumbent at this level performs moderately complex technical work involving examination of various legal documents to ensure adequacy of land description, conformity to standards, consistent application of laws, regulations and procedures to plan registration and related documents, and searching titles and plans of survey. Employees are expected to exercise judgment in the performance of their duties.

TYPICAL DUTIES

May record issue of Certificates of Title in title index and verify entry after final check of land description.

May attend signing of Certificates of Title and compare with Signing Officer all particulars.

May examine registered documents for adequacy and accuracy of land description, and where necessary, rewrite descriptions for simplicity and conformity to standards.

May assist land surveyors, lawyers, government departments, and the public searching registered plans and titles.

May be responsible for maintaining and updating various records and files in the Surveys Branch.

May process, register and enter plans received from other land titles offices.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A good working knowledge of the laws, regulations and procedures governing registration of land titles as they relate to land descriptions and of the practices and procedures of the Land Titles office and the Surveys Branch.

Ability to write clear, legible, concise and accurate land descriptions.

Ability to understand and interpret land descriptions.

Ability to maintain harmonious relations with other staff and the public.

Aptitude for mathematics.

Education, Training and Experience

Graduation from an approved technology program with some experience in land surveying or an equivalent combination of education and experience.

Physical Standards

Physically capable of performing the duties assigned.

SURVEY EXAMINER 2

GENERAL

An incumbent at this level performs complex technical work involving examination of legal documents for adequacy of land description and conformity to standards. Work at this level differs from that of a Survey Examiner 1 in the difficulty, complexity and variety of assignments. Work at this level may also involve preparing detailed sketches and drafting plans to scale. Employees are expected to exercise initiative and judgment in the performance of their duties. Supervision is received from a Survey Examiner 3 or 4 depending on the nature of the assignment.

TYPICAL DUTIES

May assist in registering and processing plans for opening and closing of roads, drains, rights-of-way, transmission lines, special surveys, subdivisions, special plots, and explanatory plans.

May examine registered documents for adequacy and accuracy of land description and, where necessary, rewrite the descriptions for simplicity and conformity to standards.

May draft to scale plans of land which have been subdivided and for which a plan of survey has never been prepared.

May attend signing of Certificates of Title and compare with Signing Officer all related particulars.

May assist the public searching registered plans and titles.

May examine all plans of survey for the purpose of determining accuracy of dimension angles, closures, areas and scale in conformity to standards, specifications and statutory requirements.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A thorough working knowledge of the laws, regulations and procedures governing the registration of land titles as they relate to land descriptions and of the practices and procedures of the Land Titles office and the Surveys Branch.

Ability to prepare detailed sketches and draft plans to scale.

Ability to write clear, legible, concise and accurate land descriptions.

Ability to establish and maintain effective working relationship with the public and other staff.

Education, Training and Experience

Graduation from an approved technology program with two years' experience in the Surveys Branch of the Land Titles office or an equivalent combination of education, training and experience.

Physical Standards

Physically capable of performing the duties assigned.

SURVEY EXAMINER 3

GENERAL

Under general direction from the Deputy Examiner of Surveys or the Survey Examiner 4, an incumbent at this level performs highly complex technical work involving examination of a wide variety of plans of survey and pertinent documents to ensure adequacy and conformity to standards. In general, work at this level differs from that of a Survey Examiner 2 in the variety and complexity of assignments. Work may also involve dealing on a constant basis with a wide variety of detailed plans of survey and related documents concerning special surveys, subdivisions, expropriations, special plots, accuracy of angles, closures, areas and boundaries. Employees are expected to exercise considerable initiative and judgment in the performance of their duties. Supervision of staff may be a function of a position at this level.

TYPICAL DUTIES

May examine detailed plans of survey including plans of subdivision, special surveys, special plots, expropriation plans, rights-of-way plans and explanatory plans and a wide variety of related documents as to accuracy, purpose, land description, property boundaries, angles, closures and areas in conformity to standards, specifications and statutory requirements.

May draft to scale plans of land which have been subdivided and for which a plan of survey has never been prepared.

May register plans and ensure the adequacy of land titles pertaining to plans.

May examine legal documents as to adequacy and accuracy of land description and is responsible for accepting or rejecting same for registration.

May consult and advise lawyers, land surveyors, government officials, other staff and the public on various aspects of the work performed and procedures.

May provide guidance and supervise subordinate staff regarding difficult technical problems.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A thorough knowledge of the laws, regulations, practices and procedures governing registration of land titles in Manitoba, particularly as they relate to the description of property.

Knowledge of the principles of survey and drafting of plans of survey.

Ability to write clear, concise, legible and accurate land descriptions.

Ability to perform mathematical calculations of closures, angles, curves and areas on plans of survey.

Ability to advise the public and other staff on the requirements and procedures of plan registration.

Ability to establish and maintain effective working relationship with other staff and the public.

Education, Training and Experience

Graduation from an approved technology program with three years' experience in the Surveys Branch of the Land Titles office or an equivalent combination of education, training and experience.

Physical Standards

Physically capable of performing the duties assigned.

SURVEY EXAMINER 4

GENERAL

This is a senior para-professional level with administrative/supervisory responsibilities for a unit within the Survey Branch working under limited direction from the Examiner of Surveys or his Deputy. The incumbent may supervise Technicians and/or Technologists under limited direction with assignments issued and completed results returned. The incumbent will have direct input into branch policies and programs. A high degree of initiative and judgment is required of this employee in the performance of his duties.

TYPICAL DUTIES

May consult with lawyers, land surveyors, land developers, contracts, government officials, and the public concerning examination, registration and requirements for plans, documents and related procedures pertaining to the Survey Branch.

May provide guidance to staff and to outside agencies regarding complex technical problems.

May be responsible for the production and supervision of one of the various sections of the branch.

May be responsible for the preparation of technical specifications for quality control.

May be responsible for equipment selection and purchase.

Ensures that accurate reports and records are kept to assist in budget control.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A complete knowledge of the laws, regulations and procedures governing registration of land titles in Manitoba, as they relate to the practices and procedures of the Land Titles office and the Surveys Branch.

Knowledge of the principles of survey, property development, land descriptions and drafting of plans of survey.

Ability to organize, allocate and review the work of subordinate staff.

Ability to write clear, concise, legible and accurate land descriptions.

Ability to advise the public and other staff on the process and procedures of plan registration.

Ability to establish and maintain effective working relationships with other staff and the public.

Ability to communicate effectively, both orally and in writing, on general and technical matters.

Education, Training and Experience

Graduation from an approved technology program with five to seven years' experience in the Surveys Branch of the Land Titles office or an equivalent combination of education, training and experience.

Physical Standards

Physically capable of performing the duties assigned.