

Position Title: Geomatics Assistant

Organization: Atlantic Regional Office, Surveyor General Branch

Location: Amherst, NS

Work Term: Summer 2019 (May to August) (37.5 hours/week)

Official Language Proficiency: English or French

Salary: Rates of pay for students are determined by the Treasury Board Secretariat in the Terms and Conditions of Employment for Students and are subject to change. Currently, the rates of pay for university undergraduates are between \$13.47 and \$21.64 per hour.

<https://www.canada.ca/en/treasury-board-secretariat/services/pay/rates-pay/student-rates-pay.html>

Who can apply:

- Persons residing in Canada and Canadian citizens residing abroad.
- To be considered for student work opportunities, you must meet the following criteria:
 - Be recognized as a full-time student status by the post-secondary academic institution at which you are currently enrolled. (Proof will be required);
 - Be the minimum age to work in the province or territory where the job is located;
 - Preference will be given to those enrolled in an approved Co-op/Internship program.

Documents to be submitted:

- Resume
- Transcript
- 2 references

Context:

The Surveyor General Branch contributes to Canada's Legal Boundaries program through the proper maintenance of the Canada/USA International boundary, effective boundary surveys of aboriginal settlement lands and statutory registration of legal surveys on Canada Lands (the territories, Canada's offshore areas, Aboriginal Lands and National Parks). The Atlantic Regional Office (ARO) offers a variety of surveys and mapping related services covering the Atlantic Provinces on behalf of the Surveyor General Branch. Some of the tasks carried out by the ARO include issuing Survey Instructions for surveys on Canada Lands, managing a cadastral mapping series, preparing land descriptions, carrying out boundary investigations and inspections in the field as well as preparing plans, sketches and reports to support these tasks. In addition to these, the Regional Office deals directly with the Surveyor General Branch's main clients (Indigenous and Northern Affairs Canada, Parks Canada Agency, First Nations band councils and representatives).

For more information on programs of the Surveyor General Branch, please consult the following website: Canada Lands Surveys (<http://www.nrcan.gc.ca/earth-sciences/geomatics/canada-lands-surveys/10780>).

Work Objectives:

Assist in current projects undertaken at the Atlantic Regional Office including:

1. Carry out field work for our Photo Control throughout Nova Scotia
2. Carry out research and report writing to support the History of Indian Reserves in Atlantic Canada.
3. Assist in the archival of survey project related documents and closing of project folders.
4. Participate in field work on various Indian Reserves and/or National Parks as required. Tasks may include field investigations, housing updates or other survey-related tasks.
5. Contribute to the preparation of survey reports and land description drafts using Microsoft Office software (Word, Excel, PowerPoint, etc.).

Required qualifications:

1. Minimum 1 year completed in a geomatics program
2. Knowledge of the theories and principles of land surveying
3. Knowledge of computer aided drafting and surveying software (AutoCAD, Micro Survey)
4. Knowledge of Microsoft Office software (Word, Excel, PowerPoint, etc.)
5. Team Player
6. Dependability

Conditions of employment:

1. Be recognized as having full-time student status by the academic institution in which you are presently enrolled;
2. Be enrolled in a CO-OP/Internship Program
3. Each student hired must meet the security requirements of the position as a condition of employment, and therefore will be asked by the hiring organization to complete security-relevant documents.
4. Willingness to travel anywhere within the Atlantic Provinces, as required.

Notes:

- Travel to work place (Amherst) and living expenses are the responsibility of the student.
- Successful completion of both a Co-op work assignment and your educational program may lead to an appointment to a temporary or permanent position in the Federal Public Service for which you meet the merit criteria and conditions of employment.
- While non-Canadian students may apply to CO-OP / Internship work opportunities posted on their school's notice boards, preference is given to students who are Canadian citizens. A Canadian citizen is a person who possesses Canadian citizenship by birth or through the naturalization process under the Canadian Citizenship Act.