



Opportunities Made Real

Universal Geomatics Solutions Corp. is an employee-owned, high-performance, progressive consultancy providing comprehensive surveys, geomatics, and project management services to a variety of industries since 1986.

At UGSC our people drive us forward. We strive to hire, train, and retain smart, driven individuals. UGSC's diverse work force creates an exciting and dynamic working atmosphere. We empower through education and training, recognize excellence, and challenge each other.

We have been growing in all areas of our company and are continuing to seek hard-working individuals. Join our team and see your *opportunities made real*.

www.ugsc.ca

We thank you for your interest in Universal Geomatics Solutions Corp., however, only those selected for an interview will be contacted.

Edmonton
(Head Office)
15111 123 Ave.
Edmonton, AB T5V 1J7

PLAN CHECKER/CALCULATOR GRANDE PRAIRIE, ALBERTA

Universal Geomatics Solutions Corp. is seeking a Plan Checker/Calculator to join our team in Grande Prairie.

Opportunity

- Check field notes and other returns for correctness and compliance with U.G.S.C. standards and in accordance with the Manual of Standard of Practice and Surveys Act or other governing processes.
- Check above returns for compliance with client requests and anticipated survey plan requirements.
- Research and check Land Standing reports and the certificates of titles from the Land Titles Office and other sources for third party interests as they may impact on our client's requirements.
- Receive field returns and provide any calculations or data processing services required to facilitate the drafting of any required plans.
- Assist with the preparation of preliminary and final plans required in the normal course of U.G.S.C. business practice including final plans for submission to the Land Titles Office, AER and AEP or any other plan as required by U.G.S.C. clients or partners.
- Processing and management of data to facilitate multiple end-user groups and final products.
- Preparation and conversion of processed data for final delivery in accordance with client requirements including as-built plans, spreadsheets, geo-databases, and survey reports.
- Assist the Drafting Manager in ensuring proper compliance with industry standards and regulations by drafting staff in the preparation of all plans that may be required in U.G.S.C. business practice.
- Understand and perform document preparation, archiving processes or control functions in accordance with on-site policy and procedures.
- Participates regularly and actively in all aspects of the health and safety program as outlined by the Health and Safety Department.
- Perform additional assignments and responsibilities as required.

Requirements

- Certificate or diploma in survey or civil technology from a recognized technical institution.
- 2-5 years' direct work experience considered an asset.
- Complete understanding of sources of errors in survey procedures, methodology and equipment used in the practice of surveying.
- Knowledge of error and blunder checking processes such as least squares adjustments, Cogo calculations and independent loop closures.
- Working knowledge of survey and plan requirements (Surveys Act, Manual of Standard Practice, Land Titles, AER and AEP guidelines or requirements).
- Proficient with survey related instruments and software applications including Microsurvey, Trimble Business Center, AutoCAD, and MS Office programs.
- Knowledge of applicable laws, codes, regulations, policies and procedures.

Company Benefits

- Outstanding work environment that fosters safety, encourages teamwork, and challenging work opportunities.
- Career and personal development opportunities.
- Comprehensive employer paid benefits package and a RRSP matching program.

How to Apply

Email: careers@ugsc.ca
www.ugsc.ca