

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Licensed Surveyor

**JOB PURPOSE:**

The incumbent is required to provide land surveying data for land use purposes to assist the operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

**WORKING RELATIONSHIPS:**

- Reports to the Head of Planning.
- Works closely with internal and external stakeholders.

**MAJOR DUTIES & RESPONSIBILITIES:**

- Conduct surveys on land sites and properties and prepare relevant plans: cadastral; topographic, perimeter etc.
- Collaborate, communicate and advise other internal staff, namely, planners, engineers, architects, draught men/ AutoCAD technicians and construction personnel as needed during land development projects to verify property boundary data and contribute to building design as needed.
- Research historical maps, land records, previous survey results and land title information as needed to compare and verify current measurements and resolve questions of boundary lines.
- Review and approve cadastral plans from external surveyors.
- Follow accepted legal procedures to establish official land and water boundaries for government agencies, real estate developers and private parties to be used during property sales, leases and disputes.
- Conducts site visits and investigates encroachments and other boundary definition queries to ensure work is done in accordance with land surveying and land administration laws and practices land law, land acquisitions and ordinances.
- Co-ordinates, manages and directs the work activities of the surveying team of the division.
- Manages the Performance Management Systems for relevant employees.

- Provides coaching and mentoring to relevant employees of the department.
- Prepares and submits reports in accordance with project schedule and the Company's requirements.
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.
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#### **QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's Degree in Land Surveying;
- Certificate in AutoCAD; or equivalent qualification in a related discipline;
- Possession of a license to practice land surveying;
- Seven (7) years in a similar position with at least five (5) years with supervisory experience; or
- Equivalent combination of training and experience.

#### **KNOWLEDGE AND SKILLS:**

- Extensive knowledge of Town and Country Planning Ordinance and all other regulatory agencies.
- Comprehensive knowledge of site plans, map production and related software.
- Effective problem-solving, time management, planning and organizational skills.
- Ability to multitask and complete numerous tasks within deadlines.
- Ability to establish and maintain effective working relationships.
- Ability to think strategically and critically.
- Ability to work in a diverse, dynamic environment.
- Excellent project management, analytical and reasoning skills.
- Excellent communication skills (oral, written and interpersonal).



- Ability to maintain confidentiality.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Project).
- Proficient in AutoCAD or other design software.

**PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.

