



## About GeoVerra

GeoVerra is one of Canada's largest geomatics firms providing land surveying, forestry, environmental, and geospatial solutions to clients in diverse industries. With offices across Canada, our mission is to provide outstanding service that employees are truly proud of, that clients recommend to others, and that leave a positive impact on the communities we serve. At the core of who we are and what we do are our values; teamwork, working safely, entrepreneurial spirit, client focus and work ethic. They keep us focused on our goals and the promises we make to each other and our stakeholders.

## Role Overview

GeoVerra is currently seeking a **Survey Assistant** to support our Geomatics team, in a variety of locations in British Columbia. Reporting to the Field Crew Coordinator the Survey Assistant is responsible for assisting the Crew Chief in executing field survey projects in accordance with the instructions provided by the client, project manager and direct supervisor.

## Key Responsibilities

- Arrive at work on time and prepared for the task and shift assigned by the Field Crew Coordinator.
- Support a positive and professional team atmosphere and acts as a positive ambassador for the company in all situations where there is contact with the public, our clients or potential clients and project contractors.
- Assist with various tasks including but not limited to organization and housekeeping of tools, equipment and materials at project sites, office and in crew vehicles.
- Assist the Crew Chief in achieving project timelines and deliverables.
- Participate proactively in completing required internal and external safety training and practicing competent operation of all types of survey related equipment and vehicles required for the task at hand.
- Adhere to the safety requirements of the client, OH&S and the GeoVerra Safety program on all projects.
- Participate in Emergency Response Planning, Hazard Assessment, Job Safety Analysis development, daily tailgate meetings and complies with all safety activities identified.

## Required Skills and Behaviours

- Diploma or Degree in Geomatics Engineering Technology, Civil Engineering Technology, or related discipline preferred.
- Previous experience in Surveying or other related types of work involving the outdoors.
- Ability to take direction and communicate effectively.

- An understanding of survey methodologies is considered an asset.
- Ability to work effectively and competently with people at all levels in the organization; is a great team member.
- Ability to work without supervision; effective time management and strong organizational skills.
- Working knowledge of MS Office including Excel and Outlook. Working knowledge and familiarity with AutoCAD software an asset.
- Ability and willingness to travel for the client, project, and GeoVerra requirements and to respond to situations that occur outside traditional working hours.
- Adaptable and able to think outside the box.

For more information on working with GeoVerra or to apply for this posting online, please visit the Careers section of our website [www.geoverra.com](http://www.geoverra.com).

All applications will be kept confidential. Only those selected for an interview will be contacted.