



FOREST TECHNICIAN (SURVEYING) (LEVEL 5)

Basic Salary: \$2,478,125.00 - \$3,332,803.00 per annum.

JOB PURPOSE:

Under the direct supervision of the Senior Director, Forest Resource Information Management, the Forest Technician (Surveying) will assist with surveying activities in forest estates island-wide.

KEY RESPONSIBILITY AREAS:

Administrative Responsibilities

- Provides inputs for the operational plans, budget, and the setting of priorities for the Branch;
- Develop individual work plans that are aligned to organisational goals and objectives;
- Prepares and submits progress reports in accordance with the agreed work plan;

Technical Responsibilities

- Assists with data entry and spatial data digitization of survey records;
- Conducts boundary verification and identification by assessing maps/diagrams;
- Generates field survey reports and performs quality checks on data received on Forest Estate boundaries;
- Updates Forest Estate Master Database using verified information garnered from field activities and /or desk research at the National Land Agency;
- Assists in locating survey monuments with road navigation, interpreting maps and aerial photos, and using in-house GPS equipment;
- Conducts field work using GPS technology in boundary verification activities across the island;
- Updates and manages digital records and spatial data of Forest Estates Master database;
- Perform quality checks and upload field data daily;

PERFORMANCE STANDARDS:

- Full participation in unit planning activities as the need arises;
- Individual performance plan developed and submitted in keeping with established

guidelines and within the prescribed timeframes;

- Boundaries are adequately verified in accordance with the agreed schedule;
- Survey monuments are located using the requisite instruments in accordance with the agreed schedule;
- Database populated with verified information or research in accordance with the agreed schedule;
- Quality checks are performed in keeping with standardized procedures;
- Reports are produced in accordance with reporting standards and within the agreed timeframes;

REQUIRED COMPETENCIES:

The post-holder will be able to demonstrate:

Technical

- Strong data collection and analytical skills;
- Experience in Cadastral Surveying;
- Good knowledge of GPS Technology;
- Proficient with AutoCAD and Carlson Survey Software;
- Proficient with Microsoft Office Suite (e.g., Word, Excel, PowerPoint, Outlook);
- Experience with topographic maps, compass, and aerial photos for navigation in wilderness situations;
- General safety training (CPR and First Aid);

Behavioral

- Keen eye for detail;
- Good interpretative skills;
- Good problem-solving skills;
- Good oral, written, and presentation skills;
- Ability to work under pressure to meet specific deadlines;
- Ability to build partnerships in achieving operational goals;
- Ability to work autonomously and in a team;

MINIMUM QUALIFICATION AND EXPERIENCE

- Associate Degree in Surveying or related area;

- Two (2) years field experience in a related area;
- OR**
- Any other acceptable combination of qualification and experience;

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Expected to travel islandwide;
- May be expected to work on weekends, public holidays, and nights;
- Expected to work outdoors under climatic and physically challenging conditions.

Applications along with résumés should be submitted no later than
Friday, February 2, 2024 to:

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.