
Civil Survey Technician/ Engineering Technician

May- September 2026

Position Title:	Civil Survey/ Engineering Technician (two positions available)
Reports to:	Kris Cheeseman
Direct Reports:	902-542-5767
Salary Range:	\$21.00 per hour
Position Type:	Full-Time, seasonal, non-permanent (35 hours/ week) for 14-16 weeks. One position is confirmed, while the second is contingent upon grant funding approval. This position is intended for youth under 30 and is ideal for current students or returning students pursuing a career in surveying, engineering or engineering technology.

About the Role

Assist with site inspections for capital projects as required. Working alongside a Civil Survey Technician, the successful candidate will conduct catch basin inspections and help create, update, and maintain infrastructure assets and attributes using ArcGIS software.

Use of survey equipment including RTK systems and tablets for field data collection; this role is physically demanding and involves extensive fieldwork; performing heavy lifting when removing catch basin covers; applying best practices and safety protocols, including road safety and traffic control procedures; and demonstrating conventional surveying skills, including traversing.

This position provides the opportunity to work in a mentor-mentee relationship with the Town's Certified Engineering Technician, gaining valuable hands-on experience in municipal engineering and infrastructure. The successful candidate will gain exposure to stormwater and asset management systems, apply technical knowledge in real-world field conditions, and learn directly from experienced municipal staff.

Key Responsibilities

Reporting to the Public Works/ Engineering team, the Civil Survey Technician will:

- Conduct field measurements and inspections of municipal infrastructure, including catch basins and stormwater assets
- Assist with survey data collection, documentation, and inventory of infrastructure assets

Employment Opportunity: Civil Survey Technician



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- Organize and maintain field notes, spreadsheets, and digital records
 - Support research and analysis related to municipal engineering projects
 - Assist with reviewing maps, drawings, and asset records
 - Identify and report potential maintenance or infrastructure concerns
 - Work both independently and collaboratively with municipal staff
 - Perform other related duties as assigned
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Qualifications and Experience

Education and Registration

- Enrollment in or intent to pursue a Survey Technician, Civil Engineering, Environmental Engineering or Engineering Technology program
- Valid Driver's licence considered an asset

Experience

- Minimum of two years of related work experience
- Related work experience considered an asset

Technical Skills

- Enrolled in, or recently completed, Survey Technician, Civil Engineering, Environmental Engineering, or Engineering Technology program
- Experience with surveying equipment (RTK, total station) and field data collection tools
- Familiarity with GIS software (ArcGIS) and basic asset management systems. Relevant experience is an asset; on-the-job training will be provided as needed

Core Competencies

- Strong analytical, organizational, and problem-solving skills
 - Ability to collect accurate field measurements and maintain detailed records
 - Knowledge of safety protocols, traffic control, and best field practices
 - Proficient in Microsoft Office (Excel, Word)
 - Excellent communication skills and ability to work both independently and as part of a team
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Working Conditions

- Primarily outdoor work in varying weather conditions
 - Fieldwork may involve walking on uneven terrain, lifting, and handling equipment
 - Use of surveying instruments, tablets, and other field technology
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- Occasional exposure to traffic and road construction areas; must follow safety and traffic control protocols
 - Office work required for data entry, report preparation, and GIS mapping
 - Work may require independent tasks and collaboration with municipal staff
 - Adherence to municipal safety standards and procedures at all times
 - Participation in emergency management as required
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Commitment to Equity and Inclusion

The Town of Wolfville welcomes and encourages applications from all qualified candidates, including Indigenous peoples, Black and other racialized individuals, people with disabilities, newcomers to Canada, members of 2SLGBTQIA+ communities, and others with diverse lived experiences.

If you require an accommodation at any stage of the recruitment process, please contact Barb Shaw, Accessibility Adviser at 902-679-9124 or at bshaw@wolfville.ca.

We are committed to working with applicants to meet their needs.

How to Apply

Submit your application, including a cover letter and resume by email to Suzanne at publicworksinfo@wolfville.ca with Civil Survey Technician Position in the subject line.

Applications will be accepted until April 20, 2026. A full job description can be viewed on our website at www.wolfville.ca.

We thank all applicants for their interest; only those selected for an interview will be contacted.

Approved by

A handwritten signature in blue ink, appearing to be 'AS', written over a horizontal line.

CAO

Date of Approval

March 17, 2026
