



## *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.

Join our team and see your *opportunities made real.*

[www.ugsc.ca](http://www.ugsc.ca)

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

## PLAN CHECKER/CALCULATOR EDMONTON or CALGARY, ALBERTA

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

### 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.
- 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 in survey or civil technology from a recognized technical institution.
- Minimum 5 years' direct work experience.
- 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 AutoCad Map and/or Microsurvey, and/or Trimble Business Center and MS Office programs.
- Knowledge of applicable laws, codes, regulations, policies and procedures.

### How to Apply

Email: [careers@ugsc.ca](mailto:careers@ugsc.ca)

Fax: 780-665-7025

[www.ugsc.ca](http://www.ugsc.ca)

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

CALGARY

EDMONTON

GRANDE PRAIRIE