



June 2

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NS Public Service Commission

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Ad #: 5096CD-CB**Department: Natural Resources**  
**Competition #5096CD-CB**

Our goal is to be a diverse workforce that is representative, at all levels, of the people of Nova Scotia. We are a welcoming workplace and welcome applications from Aboriginal Persons, Persons with Disabilities, African Nova Scotians, other Racially Visible Persons, and women in under represented or non traditional occupations.

This job posting is initially restricted to NSGEU bargaining unit employees.

Applicants applying for this opportunity must clearly indicate in their covering letter or resume that he/she is currently a NS Government Civil Service employee and a member of the NSGEU. Failure to do so means that your application will not be given first consideration and will only be included if external applications are pursued. Your Employee Self Serve access will allow you to confirm what your employment status is prior to applying for this restricted position.

External applicants and current casual NS Government employees will only be considered if there are no qualified NS Government Civil Service NSGEU bargaining unit candidates.

**Duties**

The Drafting and Illustration Technician researches, collects, analyses and interprets documented information and manipulates related data to compile thematic administrative survey plans in compliance with departmental and provincial standards that form a key part of legal conveyancing documents for Crown land transactions between the Department and its outside clients. The Technician also produces other specialized cartographic products to meet a wide variety of project requirements requested by management and other professionals in the department, as well as, on occasion, for personnel in other departments. The Technician is also responsible for maintenance (correction/revision) and updating of technical and administrative information on Crown survey plans, filing/archiving of completed survey plans and ensuring the accuracy and completeness of information from survey plans and up to date file information to be entered into the department's Geographic Information System (GIS). The Technician uses specialized GIS software to build, update and maintain digital databases.

**Qualifications**

Must possess a grade 12 certificate of completion plus be a graduate from a college or technical

institution which specializes in Cartography, GIS, or Surveying. Must have a working knowledge of the ESRI suite of GIS software; must possess a working knowledge of the basic principles of land surveying, photogrammetry, map projections and the use of surveying software, such as C&G; must possess a broad range of cartographic skills and have an aptitude for working with old documents and maps; must have good written and verbal communication skills and an aptitude for defining and writing work related procedures; must be able to understand and use legal documentation and terminology in day to day research and must be a team player with a strong ability to interact with co-workers, other professionals and management.

**Classification Level:** TE 13 - 19

**Salary Range:** \$29,768 - \$43,202

**Closing Date:** July 3, 2007

Please send your cover letter and resume as one document when applying via e-mail.

Also, please quote the competition number in the e-mail subject line and in your cover letter.

Please forward your application/resume to the attention of:

**Human Resources Division  
Department of Natural Resources  
P.O. Box 698, 1701 Hollis Street, 2nd Floor, Founders Square Building,  
Halifax, NS B3J 2T9,  
FAX (902) 424-3222,  
Email: [Resources-JobApps@gov.ns.ca](mailto:Resources-JobApps@gov.ns.ca)**

Submissions must be received by mail or delivery by 4:30 P.M. on the closing date.

Submissions must be received by fax or email by by midnight on the closing date.

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

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