

Land Surveyor Job Description

- Approve and sign all notes, maps, and other related documents
- Keep the records for required maps and documents, including the annual reports
- Assist in preparing and processing necessary application for land records, maps, and other related papers
- Maintain confidentiality of all records and data in accordance with government regulations and laws to prevent tampering with data, or abuse of information
- Distribute legal deeds and other land security related documents to purchasers or borrowers on behalf of the government or customers according to their request
- Maintain complete control on all financial matters involving acquisition of land or property by record-keeping procedures such as subinfeasance application and using cashiers cheques only for purchase purposes
- Preserve documents pertaining to the land and related transactions, including the records of all transactions
- Assist in purchasing, leasing or selling of various properties for further development of the country
- Maintain contact with buyers and sellers, realtors, surveyors etc., for obtaining information about various properties for sale and rent purposes
- Maintain administrative records such as purchase and sales contracts, tenders, statements etc., which includes maintaining a roster of all personnel with their respective duties
- Keep up-to-date on current regulations in respect to land matters
- Maintain records of all restricted areas, purchase and sale transactions
- Carry out boundary surveys and prepare boundary maps to support land claims
- May be required to prepare maps of newly acquired lands which may be required by the government for long term planning and policy decisions by the government

- Provide advice and assistance to other departments such as the planning or development department, or the police department for various surveys assigned for mapping purposes
- Assist in examining plans, adding new plans when applicable and maintaining a record of every plan that is processed
- Survey and map the proposed roads as well as other facilities within the jurisdiction of the land surveyor
- Perform legal, land use planning surveys for authorities and provide advice and assistance to other departments.