

**HOUSING AGENCY OF JAMAICA LIMITED
(HAJL)**

Invites applications for the following position

LAND SURVEYOR

Job Purpose:

Under the directives of the Senior Manager, Project Development and Design the incumbent will be responsible for the preparation of topographical maps and drawings; identifies parcels of land, conduct boundary surveys and pegs lots and roads. In addition, the Land Surveyor exercises quality control by checking the accuracy of setting out and construction levels completed by contractors. The role assists in the preparation of subdivision plans, detailed drawings, charts plans, verification of measurements, elevations levels and road alignment.

Key Responsibilities:

Administrative:

- To prepare topographical maps for project sites through preparing and maintaining sketches, maps, etc.
- Researching legal documents, survey records, and land titles to clarify information about property boundaries.
- To prepare drawings, longitudinal and horizontal profiles, detailed plans and subdivision layouts.
- Report legal descriptions of surveys
- To check boundaries and generate descriptions of property boundaries.
- To peg lots, roads etc. when required
- Verifying data and calculations.
- Recording results of surveys.
- Calculating the measurements of sites.

Required Knowledge, Skills and Competencies

- Proficient in the use of Auto CAD Software
- Operate survey instruments and devices: Total Station, GPS Equipment
- Knowledge of the operations of Government of Jamaica policies and procedures

Minimum Required Qualification and Experience:

- B.Sc. in Land Surveying or a related field
- Three (3) years' experience

Applications and resumes` should be sent to HRManager@hajl.gov.jm no later than
Monday, October 10, 2022 addressed to:

Senior Manager,
Human Resources Management and Administration
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5