



Rural Municipality of Cartier

Job Posting: Seasonal Surveyor – Summer 2025

Job Title: Seasonal Surveyor
Term: Full-Time Seasonal (May – September)
Location: Rural Municipality of Cartier
28 PR 248 S – Elie, Manitoba
Starting Date: May 5, 2025

Overview

The RM of Cartier is situated between Winnipeg and Portage la Prairie on the Trans Canada Highway and is centrally located between its neighbouring municipalities of St. François Xavier, Headingley, Macdonald, Grey, and Portage La Prairie. It has 5 wards and spans 553.4 km². Cartier is a growing Rural Municipality seeing continued expansion in its business/economic, community, and residential regions.

Job Summary

The RM of Cartier is seeking a full-time seasonal surveyor to join our dynamic team! This role offers the opportunity to work in various communities and rural settings, locating assets and conducting surveys that contribute to the enhancement of the RM's ongoing asset management program. Your work will directly contribute to improving roads, parks, and public spaces, ensuring they remain safe and enjoyable for residents. Gain real-world experience in GIS mapping, surveying, and municipal planning—perfect for those pursuing careers in urban planning, engineering, or environmental sciences.

Job Duties and Responsibilities

Primary

- Travel throughout the municipality to assess roads, sidewalks, signage, parks, and other public assets, ensuring they meet safety and quality standards.
- Use high-tech GPS, GIS software, and data collection tools to accurately record asset conditions, helping Council make informed decisions.
- Prepare cutlines for municipal ditches.
- Compile and provide data to appropriate internal employees.
- Asset Locates with GPS, photo and/or video graphing, plus assign condition ratings.

Other

- Complete site inspections.
- Review drawings.
- Other duties as assigned.

Qualifications and Experience:

- Grade 12 education or the equivalent.
- Enrolled in a diploma program (Civil Technology, GIS, etc.) program from an accredited post-secondary institution.

- Valid Class 5 License.
- 1-2 years' experience operating survey equipment (such as GPS/Total Station) considered an asset.
- Previous experience with ditching and drainage will be looked upon favourably.
- Experience collecting, compiling, naming and uploading digital information / survey data will be valued.
- Have strong Microsoft Office applications / software skills.
- Ability to work independently and in a team environment.
- Must have strong trouble shooting skills for survey equipment and municipal technologies.
- Ability to work outdoors in diverse weather conditions.
- Ability to communicate proficiently, understand both oral and written instructions.

Preferred additional:

- Registered as a Certified Engineering Technologist or similar.
- GIS software experience.

Ask about our Rewards & Recognition Program

Please send a cover letter and resume in confidence to:

Caitlin Smeltzer at caitlin.smeltzer@rmofcartier.ca

As Soon As Possible.