

a) Description of Position

Position: Geomatics Engineer	Level: 7
Type of the Position: Project Contract (Performance Based)	
Work Station: any place as assigned by Supervisor/ Project Manager.	
Reporting Lines : Supervisor / Project Manager	
Required minimum qualification and Experience: Bachelor's Degree in Geomatics Engineering with experience in Hydropower projects.	
Preference : Master's degree in Geomatics / Survey Engineering and experience in hydropower projects.	

b) Job Summary

During the project study and implementation, responsible for survey, Layout & data verification of all construction operations: construction of camp facilities / access roads / Hydropower components, local area development works, liaison with stakeholder and other duties as directed by the Project Manager.

c) Job Description and Responsibility:

- i. Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
- ii. Verify the accuracy of survey data, including measurements and calculations conducted at survey sites and related reports submitted by the Consultant and Contractor.
- iii. Conduct surveys, if required in order to establish legal boundaries based on legal deeds and titles for the Company's properties.
- iv. Review and record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- v. Prepare and supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.
- vi. Write descriptions of property boundary surveys for use in deeds, leases, or other legal documents.
- vii. Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements.

- viii. Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed.
- ix. Adjust surveying instruments after consent from the Project Manager (PM) in order to maintain their accuracy.
- x. Establish fixed points for use in making maps, using geodetic and engineering instruments.
- xi. Determine longitudes and latitudes of important features and boundaries in survey areas, using total station, theodolites, levels, satellite-based global positioning systems (GPS) and differential global positioning system (DGPS) as required.
- xii. Analyze survey objectives and review specifications in order to prepare survey proposals or to assist PM in survey proposal preparation.
- xiii. Assist PM to prepare the specification and other related documents for the purchase of any kind of surveying equipment by the Company.
- xiv. Preparing the cadastral map in ArcGIS of the project affected areas for the purpose of compensation distribution/ resettlement/ rehabilitation as required for the project development.
- xv. Computation of longitudinal profiles and sections at different locations/ areas for different purposes like investigation, study, legal procedures, construction etc.
- xvi. Carryout survey works for verification and/or setting of the tunnel, caverns and road alignment.
- xvii. Compute geodetic measurements and interpret survey data in order to determine positions, shapes, and elevations of geomorphic and topographic features.
- xviii. Assist PM to develop criteria for survey methods and procedures.
- xix. Locate and mark sites selected for geotechnical investigation works proposed by the Consultant and Contractor.
- xx. Involve in joint survey with the Consultant and Contractor in order to determine as well as to secure data for study/investigation and construction.
- xxi. Involve in joint survey with the Consultant and Contractor in the investigation and fixation of the transmission line alignment, if required.
- xxii. Carryout survey for different activities under Corporate Social Responsibility (CSR) of the Employer during the development of the project.

- xxiii. Coordinate and assist the PM to identify the location and number of tree cutting, if required within the project area and transmission line construction areas under close supervision of respective PM.
- xxiv. Review of the topographical, bathymetric, geological and construction material survey reports submitted by the Consultant in surveying viewpoint.
- xxv. Assist PM to monitor daily, weekly, monthly plan with project plan.
- xxvi. Assist PM to carryout periodic quality checks as required.
- xxvii. Support PM/ Contract Unit (CU) to analyze the claims, variations, extension of time etc.
- xxviii. Support PM/ CU to check & verify the Contractor’s payment statements.
- xxix. Review the project interface in the implementation schedule submitted by the Consultant and suggest appropriate measures for correction, if required.
- xxx. Assist PM to conduct meetings with all project parties in a regular manner.
- xxxi. Assist PM to ensure “As Built Drawings” prepared and well documented.
- xxxii. Assist PM for progress report preparation.
- xxxiii. Ensure reliability of progress report submitted by the Consultant/ Contractor.
- xxxiv. Assist PM to carryout EIA/ IEE, licensing works (*Obtain/Renewal/Update*) and other regulatory works with Line Agencies.
- xxxv. Interact and assist same/other divisions of the organization from time to time as per requirement.
- xxxvi. Perform any other duties as assigned by the Company.

Agreed and accepted by: Position holder

Name:.....
Signature:.....
Date:

Supervisor

Name:.....
Signature:.....
Date:

Approved By: Managing Director

Name:.....
Signature:.....
Date: