



Career Service Authority  
Associate Surveying Technician

Page 1 of 5

### GENERAL STATEMENT OF CLASS DUTIES

Performs intermediate-level surveying technician work in support of surveying and/or engineering projects or programs including office and field surveys and site analyses and review.

### DISTINGUISHING CHARACTERISTICS

This is the second of a three level series. This class performs intermediate-level performance surveying technician work in support of surveying and/or engineering projects or programs including office and field surveys and site analyses and review. This class is distinguished from the Surveying Technician, which performs entry-level surveying work in support of surveying and/or engineering projects or programs including office and field surveys and site analyses and review. This class is distinguished from the Senior Surveying Technician, which performs full-performance level surveying technician work in support of surveying and/or engineering projects or programs including office and field surveys, site analyses and review, and performs lead work.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Performs intermediate level surveying technician work assisting with office and field surveys and investigations to ensure compliance with governmental and environmental regulations, engineering, surveying, and/or construction specifications.

Maintains, operates and makes use of theodolites, total station instruments, data controllers, global positioning systems (GPS), automatic levels, and/or measuring tapes while performing control traverses, data collection, benchmark leveling, construction layouts, slopes, cuts, and fills, and area mapping and determines type of information needed for data collection and/or measurement.

Executes a variety of mathematical computations to perform control traverses, data collection, benchmark leveling, construction layouts, slopes, cuts, fills, and area computations, and other calculations with a hand-held calculator, a hand-held data controller, or a computer software program.

Reads and interprets drawings, maps, plats, exhibits, images, land descriptions, and drawing specifications applying appropriate guidelines and standardized practices to a range of survey functions.

Prepares reports, field notes, recordation files, and ordinances, performs research of land use documents, and enters and retrieves information in a computer as needed.

Trains and assists Surveying Technicians on processes, methods, and procedures.

Performs other related duties as assigned or requested.

---

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

---

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Surveying** - Knowledge of the concepts, principles, theories, and methods used in the measurement or determination of land boundaries, distances, elevations, areas, angles, and other features of the earth's surface.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Self-Management** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Technology Application** - Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Spatial Orientation** - Knows one's location in relation to the environment; determines where other objects are in relation to one's self (for example, when using a map).

**Mathematical Reasoning** - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Decision Making** - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Flexibility** - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material, which is appropriate for the intended audience.

***Physical Demands:***

Standing: remaining on one's feet in an upright position  
Walking: moving about on foot.  
Lifting: raising or lowering an object from one level to another.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Pushing: exerting force upon an object so that the object is away.  
Pulling: exerting force on an object so that it is moving to the person.  
Climbing: ascending or descending objects usually with hands/feet.  
Balancing: maintaining body equilibrium to prevent falling.  
Stooping: bending the body by bending spine at the waist.  
Kneeling: bending legs to come to rest on one or both knees.  
Crouching: bending body downward and forward by bending legs.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hand(s).  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.

***Working Environment:***

May be exposed to extremes of heat and cold.  
May be exposed to sufficient noise to cause distraction.  
May be exposed to conditions where there is danger to life and body (automobile traffic).  
May be exposed to atmospheric conditions that affect the skin or respiratory system.

***Education Requirement:***

One year of college in surveying, engineering, science or related field.

***Experience Requirement:***

Two years of experience at the type and level of Surveying Technician.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for one year of the experience requirement.

Additional appropriate experience may be substituted for one year of the minimum education requirement.

***Licensure and/or Certification:***

Possession of a valid Driver's License at the time of application.

**CLASS DETAIL**

**FLSA CODE:** Non-exempt

**ESTABLISHED DATE:** 02/16/2005

**REVISED DATE:** 12/06/2009

**REVISED BY:** Blair Malloy

**CLASS HISTORY**  
2/2005 - New class  
12/2009 - Revised and updated class specification