



Career Service Authority
Surveying Technician

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GENERAL STATEMENT OF CLASS DUTIES

Performs entry-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 first class of a three level series. This class 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 Associate Surveying Technician, which performs intermediate-level performance 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 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:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Performs entry-level surveying technician work assisting with office and field surveys to supply data to responsible parties to ensure compliance with governmental and environmental regulations, engineering, surveying, and/or construction specifications.

Sets up and makes use of various survey instruments while performing control traverses, data collection, benchmark leveling, construction layouts, slopes, cuts, fills, and area mapping.

Utilizes measuring tapes and other tools to lay out construction lines and offsets for streets, structures, curb, gutter, runways, buildings, flatwork, and other appurtenances.

Performs a variety of basic mathematical calculations manually, with a hand-held calculator or a hand-held data controller.

Reads and examines drawings, maps, plats, exhibits, images, land descriptions, and drawing specifications as necessary to perform the duties of the work assignment.

Prepares reports, field notes, recordation files, and ordinances, and enters and retrieves information in a computer as needed.

Trains in and assists with 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.

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.

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.

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:

Graduation from high school or GED Certificate including completion of course work in algebra, trigonometry and geometry.

Experience Requirement:

One year of experience working with policies, procedures, statutes, rules or regulations pertaining to land use, which must have included experience interpreting drawings, maps, legal descriptions, construction methods, and/or mapping systems.

Education/Experience Equivalency:

One year of college in surveying, engineering, science, or a related field may substitute for one year of the experience 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 02/2005 - New class
12/2009 - Revised and updated class specification