



Office of Human Resources
Surveying Technician III - CE1779
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General Statement of Duties

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 may perform lead work.

Distinguishing Characteristics

This is the third of a three level series. This class 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. This class is distinguished from the Surveying Technician I, 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 Surveying Technician II, 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 Land Surveyor Staff, which performs surveying work by assisting with land surveying which requires the application of the fundamentals of land surveying while gaining practical experience under the direction of a licensed surveyor in responsible charge.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Performs full-performance level surveying technician work assisting supervisors with office and field surveys and investigations to ensure compliance with governmental and environmental regulations, engineering, surveying, geographic information systems (GIS), and/or construction specifications.

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

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

Reads, interprets, and evaluates drawings, maps, plats, exhibits, images, land descriptions, other land title documents, and drawing specifications and applies appropriate guidelines and standardized practices to a wide range of survey functions.

Prepares and interprets reports, field notes, recordation files, and ordinances, performs research of land use documents and research using GIS, processes field data files, and enters and retrieves information in a computer including survey data entry into GIS systems.

Assesses, evaluates, and plans timelines and procedures for assigned surveys to determine proper course of action when performing lead work.

By position, leads the acquisition of field data to support positional accuracies of geodetic control.

By position, develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

By position, resolves problems encountered during daily operations and determine appropriate solutions.

By position, contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

By position, responds orally to informal grievances and relays information to the supervisor.

By position, documents situations that may be cause for disciplinary action and provides this information to the supervisor.

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.

Competencies

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

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

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.

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

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.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Knowledge & Skills

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.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience at the type and level of Associate Surveying Technician.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to atmospheric conditions that affect the skin or respiratory system.
Potential exposure to conditions where there is danger to life and body (automobile traffic).
Potential exposure to extremes of heat and cold.
Potential exposure to sufficient noise to cause distraction.
Potential exposure to cement dust.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Subject to varying and unpredictable situations.
Potential exposure to chemicals, gas and low-level radiation.
Subject to many interruptions.
Potential exposure to cold weather conditions (indoor/outdoor).
Pressure due to multiple calls and inquiries.
Potential exposure to dust.
Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Potential exposure to hot and humid work environment.
Potential exposure to pesticides or fertilizers.
Exposure due to soil, plants, and insects.
Personal Safety: aware of surroundings, people, and events.
Subject to: traffic, roadways, and pedestrians.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/hand/foot coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands, arms, or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-622

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: