



Office of Human Resources  
Surveying Technician II - CE1778  
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### General Statement of 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 standard level surveying work. This class is distinguished from the Surveying Technician I which performs entry level surveying work. This class is distinguished from the Surveying Technician III which performs full performance surveying work.

### Level of Supervision Exercised

By position, performs lead work.

### Essential Duties

Performs standard 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 what type of information is 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 and 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, and recordation files, and ordinances, performs research of land use documents, and enters and retrieves information in a computer as needed.

Trains and provides assistance to 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.

### Competencies

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.

**Knowledge & Skills**

Knowledge of basic surveying applications, principles, theories, standards, and practices sufficient to be able to perform a variety of duties related to the work assignment including mapping, construction layouts, and boundary locations.

Knowledge of algebra, geometry, and trigonometry sufficient to be able to calculate traverse closures and adjustments, resections, curves, gradients, volumes, areas, and ratios.

Knowledge of rules, regulations, and requirements for processing subdivisions, planned unit developments (PUD), and planned building groups (PBG).

Knowledge of the process and requirements for revocable permits, right-of-way dedications, street and alley vacations, easement relinquishments, and addressing approvals.

Knowledge of land use databases such as benchmarks, range lines, land survey plats (LSP), subdivisions, tie books, and land corners.

Skill in using a computer with computer assisted drafting software, GIS software, database software, coordinate geometry software, and personal computer applications.

Skill in performing a variety of mathematical calculations and computations.

Skill in reading and interpreting legal exhibits, land descriptions, and photo images.

**Education Requirement**

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

**Experience Requirement**

Two (2) years of experience of the type and level of 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 extreme temperature changes.

Noise: sufficient noise to cause distraction or possible hearing loss.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

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Potential exposure to dust.

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to housekeeping/cleaning agents/chemicals.

Exposure due to soil, plants, and insects  
Occasional pressure due to multiple calls and inquiries.  
Personal Safety: aware of surroundings, people, and events.  
Subject to burns and cuts  
Subject to injury from moving parts of equipment or vehicles  
Subject to long, irregular hours  
Temperature Changes: Variations in temperature from hot to cold when works in the field.  
Works in confined, uncomfortable or awkward locations.  
Works in precarious or high locations.

### 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.):

Standing: remaining on one's feet in an upright position  
Walking: moving about on foot on uneven surfaces.  
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  
Sitting: remaining in the normal seated position.  
Neck Flexion: Moving neck upward/downward.  
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.  
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.  
Hearing/Talking: Hear and determine direction of sound.  
Hazards: conditions where there is danger to life, body and/or health.  
Field of Vision: ability to see peripherally.  
Field of Vision: ability to adjust vision to bring objects into focus  
Depth Perception: ability to judge distances and space relationships  
Vision Far acuity: ability to see clearly at 20 feet or more.  
Vision Near acuity: ability to see clearly at 20 inches or less.

### 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-620

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**