



Office of Human Resources
Surveying Technician I - CE1777
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General Statement of 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 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 Surveying Technician III, 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.

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, geographic information systems (GIS) 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 including research using GIS.

Prepares reports, field notes, recordation files, and ordinances and enters and retrieves information in a computer including survey data entry into GIS systems.

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.

Competencies

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

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.

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).

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

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

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

One (1) 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

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

Licensure & Certification

None

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.
Potential 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-618

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: