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.

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 & 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 Communication & 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, 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 extremes of heat and cold.
Potential exposure to sufficient noise to cause distraction.
Potential exposure to conditions where there is danger to life and body (automobile traffic).
Potential exposure to atmospheric conditions that affect the skin or respiratory system.

### Level of Physical Demand

1-Sedentary (0-10 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.
- Lifting: raising or lowering objects weighing no more than 10 pounds, 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.

### 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  
Management Level: 10  
Established Date: 9/21/2018  
Established By: Lori Schumann  
Revised Date: 6/11/2019  
Revised By: Ryland Feno  
Class History:  
6/11/19 - Updated working environment verbiage.