



SURVEY TECHNICIAN

AGENCY/DEPARTMENT:
Development/Engineering

Approved By HR Director: *Linda Matthews*
Date Approved: 8/14/06
Date of Last Revision:

Reports to: Survey Party Chief
Supervises: N/A

JOB SUMMARY: Under moderate supervision, performs a variety of preliminary, construction, boundary, and topographic survey duties; operates a variety of field surveying instruments and equipment; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by performance of sub-professional survey work of a technical nature. It is distinguished from the Survey Party Chief by the latter's role of providing lead direction to and overseeing the work of the survey field crew.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Establishes right of way base lines, centerlines, and topographic elevations.
2. Records preliminary information as to location of underground utilities, roadways, trees and other obstacles.
3. Assists the Survey Party Chief with construction staking of parks, streets, curbs, sewers, water mains and related facilities for construction and improvement purposes.
4. Maintains and operates various survey equipment including total stations, data collectors, levels; and related surveying instruments in performing location, topographic, cross section, and other survey work.
5. Assists in the preparation and filing of hard copy and electronic field notes.
6. Performs computations necessary to record field observations.
7. Measures vertical and horizontal angles, slopes and distances.
8. Calculates curves and points of reverse curve.
9. Establishes and resets benchmarks.
10. Reads instruments and calculates areas, distances and elevations.
11. May perform basic drafting assignments.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: High school diploma or recognized equivalent.

EXPERIENCE: Two years of field survey crew work.

KNOWLEDGE OF:

- Terminology, methods, practices and techniques of surveying.
- Construction layout and land surveying procedures.
- Operation of field surveying instruments and equipment including total stations, data collectors, and automatic levels.

- Engineering maps and records.
- Modern computerized surveying equipment, personal computer, and programmable calculator.
- Mathematics as it relates to field surveying.
- Trigonometry as applied to the computation of angles, areas, distances and traverses.
- Construction, design, survey and land use regulations and ordinances.
- Safety practices for work in roadways.

ABILITY TO:

- Read and understand public works construction plans.
- Read figures quickly and accurately.
- Make complex field survey computations.
- Use and care for drafting, surveying, and mechanical instruments and tools.
- Use hand-held calculators.
- Work safely in a heavy traffic intersection.
- Understand and follow oral and written instructions and sketches.
- Establish, maintain and foster positive, harmonious, and effective working relationships.
- Place stakes in the ground using 4- to 10-pound hammers on long alignments
- Lift up to 50 pounds.

LICENSES:

- Valid Class C CA drivers license.
- Acceptable driving record at time of appointment and throughout employment.

FLSA Exemption Status: Non-exempt

Employee Unit: # 5, Technical/Professional Services

Job Family: Engineering

Class Progression: Survey Technician
Survey Party Chief

Date Class Established: 07/09/2006