

SURVEY TECHNICIAN I

MAJOR FUNCTION

This is an entry level technical position which involves performing land surveying and associated calculations, measurements, and measurement of accurate angles and distance using advanced surveying instruments.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Operates surveying instruments to establish control points for survey lines.
- Searches for corners and control points, and performs topographic and hydrographic geodetic control surveys.
- Takes and compiles field notes. Gathers and researches survey data.
- Performs data entry of field notes and survey data into database.
- Provides technical expertise to engineering technicians.
- Responsible for properly using and storing survey equipment.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

This position has no supervisory experience.

SURVEY TECHNICIAN I

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

High school diploma or general education degree, and one year related experience or training; or equivalent combination of education and experience.

Licenses.

Valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Knowledge of the principles and practices of surveying.

SURVEY TECHNICIAN I

- Basic skills in computers for use data entry, records maintenance, and word processing purposes.
- Ability to work with limited supervision.
- Ability to communicate effectively and tactfully with members of the general public.
- Ability to organize work and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To complete the tasks of this position, the employee will be required to operate survey equipment and tools, a computer, and to operate a vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, and taste or smell, and lift up to one hundred pounds; will regularly be required to climb or balance, stoop, kneel, crouch, or crawl, and lift up to fifty pounds; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to high, precarious places, toxic or caustic chemicals; will regularly be exposed to fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions. The noise level for this environment is loud.

Established: 10/99

Pay grade: 5

Job Description Number: 3113

Category: 3

Status: NE

Revised: 2/2004