

SURVEY TECHNICIAN III

MAJOR FUNCTION

This is a skilled technical position performing land surveying, calculations, and measurements, and responsible for measuring accurate angles and distance using advanced surveying instruments. The position requires the making of value judgments and assessments in accordance with sound land surveying principles.

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 a wide variety of advanced surveying instruments to establish control points for survey lines, to search for corners and control points, and to obtain horizontal and vertical data during the performance of surveys.
- Researches plats, field notes, and technical documents which affect a land survey project. Verifies consistency of gathered data by applying principles of land surveying.
- Reviews boundary, topographic, road plans, as-builts and all other types of surveys prepared by the engineering technicians.
- Performs advanced survey computations for the production of right-of-way maps, boundary surveys, topography maps, utility maps, alignment maps, aerial surveys, and legal description. Makes computations to verify field data.
- Operates a wide variety of surveying computer software for calculations to establish survey lines, provide information to search for property corners, topographic locations and verify submitted drawings and information.
- Provides technical expertise to engineering technicians.
- Performs data entry of field notes and survey data into database
- Provides training to subordinate personnel.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Oversees survey supplies for office and crews.
- Performs other duties as assigned.

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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

Officially designated as a lead worker over one or more employees. Provides continual work guidance, review of work product, and resolution of work problems. May provide some input regarding job performance.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience.

High school diploma or general education degree, and three years related experience or training; or an 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.

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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.
- Can explain records and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Knowledge of the principles and practices of surveying, Florida minimum technical standards and Marion County Land Development Code.
- 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

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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	Category: 3
Pay grade: 9	Status: NE
Job Description Number: 3010	Revised: 2/2004