



Class Code: 05-0735
FLSA: Non-Exempt
EEO: 03
Bargaining Unit: 05
Revised: 10/2020

SURVEY TECHNICIAN

DEFINITION

Under general supervision, performs a wide variety of technical surveying office and field support work; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This journey level class performs a wide variety of technical surveying office and field support work.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from assigned supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Serves on a field survey party, operating a variety of surveying equipment and instruments, including transits, total stations, data collectors, levels, site rods, tapes, and chains.
- Develops and maintains accurate field notes showing lines, angles, distances, benchmarks, mathematical calculations, and other pertinent field survey data.
- Tabulates and plots field data.
- Develops and checks notes, drawings, tracings, and surveying computations.
- Reviews and checks subdivision, parcel, and record of survey maps and related documents for conformance with applicable laws, regulations, and survey principals.
- Checks and prepares property descriptions.
- Researches recorded documents.
- Performs property and right-of-way surveys.
- Performs and calculates boundary and control surveys.
- Analyzes construction plans and performs construction staking.
- Maintains both files indices and files of survey records.
- Uses Computer Aided Drafting (CAD) software to develop survey drawings.
- Performs basic record keeping.
- Verifies, assigns, and records new and/or revised address information, road ranges, road names, and related grid addressing.
- Answers questions from the public regarding County Surveyor functions and activities.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of field surveying and surveying equipment.
- Topographical and construction survey practices.

- Nomenclature, symbols, methods, practices, techniques, and instruments used in surveying and mapping.
- Surveying mathematics, including geometry and trigonometry.
- Data collection and analysis.
- Computer Aided Drafting (CAD) systems.
- Standard office practices and procedures.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment and software applications.

Ability to:

- Perform a variety of technical surveying office and field support work.
- Transcribe, interpret, and apply field notes in the performance of technical surveying and drafting work.
- Comprehend engineering plans and specifications.
- Use drafting materials and equipment.
- Analyze and ensure the accuracy of property descriptions.
- Develop accurate records, sketches, and notes.
- Prepare a variety of records and reports.
- Read and interpret maps, drawing, and property documents.
- Make accurate mathematical calculations.
- Effectively represent the Department of Public Works in contacts with the public, contractors, developers, and other governmental agencies.
- Communicate effectively, both orally and in writing.
- Regularly work well under pressure, meeting critical deadlines.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, clients, and the public.

Licensing and Certifications:

Possession of, or ability to obtain, a valid California driver's license.

Education and Experience:

Two (2) years of experience performing surveying support work.

Completion of courses in drafting, algebra, geometry, and trigonometry; or, successful completion of Computer Aided Drafting (CAD) and basic surveying courses.

Additional directly related experience and/or education may be substituted.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.