



**Public Works Department  
Hourly Survey Technician - 40 hrs/wk  
\$23.56 to \$31.18/hr**

**Survey Technician I**

This is the entry-level class in the Survey Technician series. This class is distinguished from the Survey Technician II by the performance of the more routine tasks and duties assigned to positions within the series including setting up and operating survey equipment. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

**Survey Technician II**

This is the full journey level class within the Survey Technician series. Employees within this class are distinguished from the Survey Technician I by the performance of the full range of duties as assigned including locating survey monuments, performing complex survey activities, and maintaining detailed records. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**Essential Functions:**

Provide exemplary customer service to all individuals, demonstrating a willingness to be attentive, understanding, responsive, fair, courteous, respectful, and actively participate in maintaining a positive customer service environment.

Posses a high level of independent critical thinking skills; be able to work with minimal supervision and as part of a team.

Participate in the work of a field survey crew; operate survey equipment including electronic data collectors, conventional and robotic total stations, automatic and digital levels, GPS / GNSS surveying equipment, and other equipment to measure distances, horizontal angles and elevations.

Maintain accurate, orderly, and legible field notes and sketches as required.

Perform in depth research of various records pertaining to current survey projects using electronic and hard copy sources for this data; be experienced in locating parcel maps and other related record maps.

Be conversant in the operation and application of a modern survey computer workstation including Windows operating system, AutoCAD Civil 3D, MS Office including Excel, Word, and Outlook, data collector connection software, Google Earth, and related software; be able to use a computer and peripheral equipment including a plotter to compile survey notes and to create the electronic CAD drawings and Google Earth sketches customarily produced by a survey office.

Participate in monitoring / deformation surveying related to dams, reservoirs, and other substantial construction works; understand the application of modern survey equipment to track horizontal and vertical movement of these fixed features.

Undertake detailed preliminary, topographic, construction, property, geodetic and other cadastral and engineering surveys; estimate grade and elevation of projects.

Maintain City monuments; replace monuments as needed; maintain and update survey office and field records to ensure accurate survey activities.

Work with a variety of City departments and outside contractors on construction projects as assigned.

Perform survey activities in a safe and effective manner.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the City Surveyor.