# SURVEY TECHNICIAN I/II

## Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical field engineering and survey work.

## Distinguishing Characteristics:

**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 survey and field engineering work that does not require previous specialized experience. Generally, the work involves performance of instrument operator and rodperson and chainperson duties. Work is observed and reviewed both during performance and upon completion, and changes in procedures or exceptions to rules are explained in detail as they arise. 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 moderately complex survey and field engineering work. Work in this class is distinguished from that of the Survey Technician I class by the greater independence with which an incumbent is expected to operate. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Survey Technician I, or when filled from the outside require prior technical engineering work experience.

## Supervision Received and Exercised:

### Survey Technician I

Receives functional supervision from the Senior Engineering Associate - Survey and from other supervisory or management staff.

### Survey Technician II

Receives functional supervision from the Senior Engineering Associate - Survey and from other supervisory or management staff.

May exercise functional supervision over contract employees.

## Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Act as instrument operator involved in a variety of survey work; operate a full range of survey equipment including theodolites, levels, electronic distance measuring devices, optical equipment, and related survey equipment.

- Participate in a variety of surveys including land surveys, topographic surveys, construction surveys and surveys to establish and monument street centerlines; provide line, grade and location for City contractors on City projects.

- Prepare and verify mathematical calculations related to surveying and basic engineering; compute and adjust angles, distances, bearings traverses and elevations.

- Maintain accurate survey and non-survey related records in the form of field notes, reports and sketches; maintain vertical and horizontal control notes in files, field book and computer.

- Interpret and compute field data; evaluate for accuracy and completeness.

- Perform a variety of office duties including researching existing survey records and compiling data required for current survey projects; obtain drawings, aerial photographs, field notes and old maps from other departments for references; interpret engineering plans for construction property and boundary control.

- Track and maintain survey supplies such as stakes and marking equipment; maintain vehicle supply of equipment and supplies.

- Answer questions and provide information to the public concerning engineering activities.

- Participate in pre-construction and departmental meetings; meet with contractors in order to communicate survey requirements.

- Assist in training new employees.
- May be required to operate as a one-person survey crew on some assignments.
- May place traffic control devices; may direct traffic.
- Perform related duties as assigned.

## Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

**Experience:**

**Survey Technician I**

One year of experience in technical field and/or office engineering work is desirable.

**Survey Technician II**

Two years of technical engineering or field experience performing survey or related duties.

**Training:**

**Survey Technician I**

Equivalent to the completion of the twelfth grade supplemented by college level courses in civil engineering, mathematics or a related field.

**Survey Technician II**

Equivalent to the completion of the twelfth grade supplemented by college level courses in civil engineering, mathematics or a related field.

**Licenses/Certifications:**

Requires the possession of a valid driver's license.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 097/133**

**FLSA: Non-Exempt/Non-Exempt**