

City of Victorville Position Description

SURVEY TECHNICIAN II

DEFINITION

Under direct supervision performs surveying work for streets, sewers, storm drains and related projects; calculates and prepares maps and drawings in Auto-Cad; maintains records and survey data, both hard copy and electronic files; performs related office duties and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is a sub-professional position in the Engineering series and incumbent reports directly to the Surveyor or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as a member of the survey crew performing land surveying for lot surveys, property acquisition, street and right-of-way alignments and related activities; performs construction surveying for public works projects; assists with engineering field design and redesign work, identifies problems during construction staking and arrives at solutions so project is not delayed; maintains City benchmark, centerline street ties, and survey control records; may coordinate projects with contractors, construction crews, and City survey crews; prepares legal descriptions, parcel maps, records of survey, right-of-way, control surveys, and topographic maps with modern computer aided drafting technology under direct supervision; may respond to questions from developers, the general public and others and determine appropriate action; examines plans, maps, and specifications prepared by other city departments, agencies, and consultants; ensures the safety of self and survey party by observing safety procedures associated with field survey activities; establishes and maintains cooperative working relationships with internal and external customers, including outside agencies; operates City vehicles and equipment and performs all job functions in a safe and efficient manner; utilizes computer software programs competently; routinely adheres to and maintains a positive attitude; and performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Sixty semester units from a recognized college or university in Engineering, Land Surveying or a related field which included college level courses in Auto-Cad, surveying, and public works construction; and one year of engineering or surveying experience. One year of additional qualifying experience may be substituted for up to 30 college semester units.

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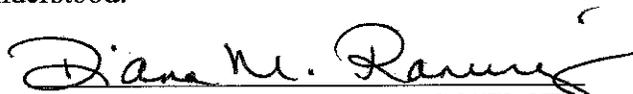
Knowledge & Abilities - Knowledge of: the practice of modern survey methods with ability to transfer survey data into meaningful drawings and maps; the principles and practices of basic trigonometry, surveying and Auto-Cad; the use and care of surveying instruments and related equipment; modern office equipment including computers. **Ability to:** use personal hand-held radios, computers and survey related software such as Auto-Cad, Softdesk, and T.D.S. and use modern surveying instruments such as Total Stations and Levels; work closely with Surveyor in completing surveying and staking tasks within compressed timeframes; perform physically demanding manual tasks under varying weather conditions; communicate clearly and understand the importance of the responsibilities associated with the position; maintain effective working relationships with supervisors, fellow employees, contractors, and the general public; operate City vehicles and equipment in a safe and efficient manner.

Licenses & Certificates - Possession of a valid unrestricted California Class "C" driver's license.

WORKING CONDITIONS

Work is performed primarily in a field environment and incumbent must have the mobility to visit various job sites on a regular basis. Physical demands are light, consisting primarily of sitting, standing, and walking. There is some exposure to a variety of environmental conditions such as temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, and dust. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE REVISED: September 28, 2000

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include** all duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

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