



JOB DESCRIPTION

Survey Technician

Date Prepared: August, 2014

SUMMARY: Under general supervision, performs various technical survey activities in support of the City Surveyor; performs related duties, as required

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Maintain survey information and perform research, as directed.
- Perform plan checks.
- Perform computer aided drafting projects.
- Perform field surveys for City public works projects and provide construction staking.
- Maintain survey equipment.
- Design, plan, and prepare technical reports.
- Prepare and/or review subdivision maps, legal descriptions, and other related documents.
- Provide engineering information and advice to other City departments, as well as external parties.
- Maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent; AND two years land surveying experience; OR an equivalent combination of education, training, and experience. Thirty college semester units from an accredited college or university in Land Surveying, Civil Engineering or a related field with coursework in AutoCAD and surveying may be substituted for one year of experience. Computer-aided drafting experience is highly desirable.

Knowledge of:

- City policies and procedures.
- City codes.
- Principles and practices of land surveying.
- Subdivision Map Act and applications.
- Pertinent state and federal laws.
- Principles and practices of project management.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Conducting map and plan reviews.
- Utilizing automated design software.
- Using field survey equipment.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, developers, property owners, external public and private agencies and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 50 pounds. Some exposure to hazardous chemicals. 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. Incumbent will be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date