



Survey Technician I

Job Description

Department: Surveyor
Position: Career Service
Starting Step: 28, Table 14
Supervisory: No
Reports to: Party Chief – Chief Deputy

Summary

Surveys County real property and maintains and perpetuates public lands survey monumentation. Analyzes the accuracy of public lands monumentation field data and uses computer-aided drafting (CAD) software to update survey monument tie sheets.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain survey monument tie sheets including the horizontal and vertical data shown thereon.
2. Perform surveying calculations including traverses and level loops for projects involving the maintenance of the public lands monumentation network.
3. Use coordinate geometry and other methods to perform analysis of survey data related to the public lands monumentation network to ensure its completeness and accuracy.
4. Act as chain-man or rod-man.
5. Assist in performing land surveys for maintenance, location, and relocation of section corners through use of GPS equipment and/or conventional surveying equipment.
6. Assist with differential level work.
7. Assist in performing construction surveys for County roads, bridges, debris basins, buildings, and other properties.
8. Assist in performing surveys that define the boundaries of County real property and that establish rights-of-way on County roads.
9. Assist in performing surveys to resolve title discrepancies.
10. Perform basic field calculations when requested including closing and adjusting level loops and calculating coordinate data for use in GPS navigation.
11. Use a variety of instruments including levels, total stations, and GPS equipment.

Knowledge, Skills, and Abilities

Knowledge of survey field techniques and survey language

Skilled in reading, writing and basic math

Skilled in using coordinate geometry

Skilled in taking legible notes

Ability to maintain cooperative relationships with those contacted in the course of work activities

For Office Use Only

Class Code: 3048

Class Title: Survey Technician I

FLSA: Non-Exempt

Effective Date: 7/11/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

Ability to use AutoCAD and other computer programs to create and maintain survey tie sheets with an extremely high degree of accuracy

Ability to use sophisticated GPS equipment, total stations, and other electronic surveying equipment

Ability to plumb range rods and level rods

Ability to use conventional surveying equipment such as rods, chains, tripods, levels and tribrachs

Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job is regularly performed for sustained periods outdoors in potentially hot, cold, or inclement weather. This job exposes incumbent to possible bodily injury while performing field work. It is sometimes performed in an office setting in an environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. This position drives a motor vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. This position may carry equipment up and down steep mountainous terrain. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 50 pounds.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position does not require any overnight travel out of state but can require up to 25% travel routinely to and from job site.

Required Education and Experience

1. Equivalent to an Associates Degree in Surveying

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Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
2. Selected applicants may be subject to, and must pass, a background check

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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