



# Survey Technician I

## Job Description

Department: County Surveyor  
Position: Career Service  
Grade: 505  
Supervisory: No  
Reports to: Field Director - Surveyor

### Summary

Under general guidance and direction of the Field Director – Surveyor or Chief Survey Technician, 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

### For Office Use Only

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FLSA: Non-Exempt  
Effective Date: 8/12/2020  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

- Skilled in using coordinate geometry
- Skilled in taking legible notes
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- 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 employee 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 employee frequently drives a motor vehicle. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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 fifty (50) pounds. This employee frequently drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be 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.

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**Travel**

This position requires up to twenty-five (25) percent travel routinely to and from job site.

**Required Education and Experience**

1. Associate degree in Surveying or equivalent.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**Career Ladder Advancement**

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

**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.

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**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 \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

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