

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### SURVEY TECHNICIAN

**Department:** Office of the County Engineer  
**Pay Grade:** 202 / 203 / 204  
**FLSA Status:** Non-Exempt  
**Job Class:** 3010  
**Risk Code:** 5506

#### JOB SUMMARY

Responsible for performing skilled land surveying and associated calculations, measurements, and measurement of accurate angles and distance using advanced surveying instruments.

#### ESSENTIAL JOB FUNCTIONS

- Operates surveying instruments to establish control points for survey lines.
- Searches for property corners, control points, section corners, and benchmarks.
- Performs topographic, hydrographic, boundary, and geodetic control surveys.
- Takes and compiles a variety of fieldnotes.
- Gathers and researches survey data.
- Performs data entry of field notes and survey data into database.
- Performs research for historical survey data, plans, plats, maps, and other pertinent and similar items. Interprets information on same.
- Provides technical expertise to engineering technicians.
- Oversees the proper use and storage of applicable survey equipment.
- Performs field surveys in the absence of supervisor.
- Locates and draws horizontal and vertical control point reference sheets.
- Maintains accurate system of records for historical survey reference.
- Reviews, inspects, and provides feedback on documents and surveys prepared by others.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

#### SUPERVISION

This position is officially designated as a lead worker over one or more employees. Provides continual work guidance, review of work product, and resolution of work problems. May provide some input regarding job performance.

### QUALIFICATIONS

<b>Requirements</b>	<b>Survey Technician I</b>	<b>Survey Technician II</b>	<b>Survey Technician III</b>
Education	HS Diploma / GED	HS Diploma / GED	HS Diploma / GED
Florida Driver License	Required	Required	Required
Licensing	Intermediate Maintenance of Traffic (IMOT), National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR within twelve (12) months	Intermediate Maintenance of Traffic (IMOT), National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR required	Intermediate Maintenance of Traffic (IMOT), National Incident Management System (NIMS): IS-100, IS-200, IS-700, IS-800 and CPR required
Specialized Training	n/a	Certified Survey Technician (CST) Level 1 within twelve (12) months	Certified Survey Technician (CST) Level 2 within twelve (12) months
Experience	6 months	2 years	4 years
Pay Grade	202	203	204

### KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers and employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out detailed instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to exercise some judgment in selection of procedures, methods, tools, or equipment to own work to accomplish tasks.
- Knowledge of the principles and practices of surveying.
- Skills in computers for data entry, records maintenance, and word processing purposes.
- Ability to work with limited supervision.

- Ability to communicate effectively and tactfully with members of the general public.
- Ability to organize work and meet multiple deadlines.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Ability to operate survey equipment and tools, a computer, and to operate a vehicle.

**PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to sit, and taste or smell; will regularly be required to climb or balance, stoop, kneel, crouch, or crawl; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to high, precarious places, toxic or caustic chemicals; will regularly be exposed to fumes or airborne particles; and will frequently be exposed to moving mechanical parts and outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.