



## City of Irving Job Description

### Survey Technician

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	CIP
<b>Job Code:</b>	K582	<b>Reports To (Job Title):</b>	Professional Land Surveyor

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#### **PURPOSE**

To perform a variety of office surveying tasks in support of engineering design activities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Provide assistance to the Professional Land Surveyor with surveying procedures and activities, which include scheduling, assigning work activities, and monitoring work flow.
- Maintain the City survey programs, survey records, and survey information.
- Research and obtain land records from County Deed Records.
- Research and read plats, construction plans, and right-of-way maps.
- Solve survey mathematical calculations using coordinates generated from field data collection.
- Determine the location of boundary lines, easement boundaries, and right-of-way lines under the direction of the Professional Land Surveyor.
- Prepare boundary survey and topographic survey maps.
- Prepare legal descriptions of property boundaries under the direction of the Professional Land Surveyor.
- Manage and correct survey data for city engineering.
- Provide accurate survey data to the public, city engineering, and contractors.
- Assist with training Survey Crew Assistants.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Perform field surveying tasks as required by project schedules.
- Recommend goals and objectives to assist in the development of policies and procedures.
- Requisition and maintain materials and equipment necessary for all surveying activities.
- Respond to and assists the general public, engineers, and contractors with questions, problems, and complaints regarding surveying activities.

#### **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to an Associate's degree in surveying, mathematics, computer aided drafting (CAD), or similarly related field, *or*
- An equivalent qualification, such as a high school diploma and two (2) years of *additional* experience.

### **EXPERIENCE**

- Two (2) years of land surveying work experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.
- Surveyor-in-Training certificate (preferred).

### **KNOWLEDGE OF**

- Technical Methods: Principles of surveying, design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Computers and Electronics: Various types of surveying hardware, computer hardware and software especially CAD and other technical surveying and drafting related programs.
- Intermediate Mathematics: Basic mathematical concepts, including algebra and geometry, as well as more advanced concepts, such as trigonometry, that are related to surveying.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying extreme attention to detail in dealing with numbers, words, and ideas.
- Information Gathering: Knowing how to find information, and identifying essential information.
- Mechanical/Technical: Operating highly-complex computer equipment, including computer-driven communications and mapping systems.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand. This includes communicating surveying issues to a variety of people ranging from the general public and construction contractors to professional technical and non-technical personnel.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Judgment and Decision Making: Weighing the relative cost / benefit of a potential action.

- Teaching: Conveying new concepts and confirming comprehension by listener.
- Functional Supervision: Motivating, developing, and directing people as they work.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Internally, this position interacts with departments such as Capital Improvements Program, Water Utilities, Traffic, Parks & Recreation, and Planning & Zoning. Externally, it engages with many contacts, which include Dallas County Clerk, railroads, private developers, engineering design firms, and residents.

## **EQUIPMENT AND PROPERTY**

This position utilizes survey equipment, personal computer, copier, cell phone, and automobile.

## **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.\*

The employee is constantly required to carry, vehicle, grasp, lift up to 50 pounds, kneel, listen, push or pull, reach, see, stand, stoop, talk, and walk. Frequently, s/he is required to balance, climb, and sit. Occasionally, s/he is required to crawl, and/or lift up to 100 pounds. Rarely, s/he is required to run. Also, s/he may be required to smell.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally may encounter extreme vibrations, blood-borne pathogens, confining work spaces, dirty environment, electrical hazards, toxic or caustic materials, extreme temperature or weather conditions, air contamination, noise, and/or traffic hazards. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

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

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.