CITY OF LA PORTE
SURVEY TECHNICIAN
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt **PAY GRADE: 020**

DEFINITION

To perform advanced survey work in the performance of field engineering surveys, assist in design of engineering projects and perform Inspections and Supervision of Capital Improvement Projects.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Survey Party Worker series. Positions assigned to the class can be distinguished from level classes in the series by responsibility for collecting survey data and providing technical assistance to the Engineer, Capital Improvement Coordinator and Engineering Technician. Incumbents assigned to this class are expected to operate all types of survey equipment and act as official record keeper for the survey data collected.

SUPERVISION RECEIVED

Receives direction from the City Engineer and the Capital Improvements Project Coordinator.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Prepare a variety of surveys including land surveys to determine locations of property lines, boundaries, easements, and right-of-ways; topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features; construction surveys for improvement projects; and surveys to establish and monument street centerlines.

Operate Survey Grade Global Positioning System & Robotic theodolite, levels, electronic distance measuring devices and related equipment.

Assist in special projects and complex survey work including utility mapping projects, cross section surveys and topographic surveys.

Interpret and compute field data, evaluating for accuracy and completeness.

Keep accurate field notes of work performed showing lines, angles, distances, benchmarks, mathematical calculations, and other data pertinent to the field survey.

Catalog and file survey notes.

Compute and adjust angles, distances, bearings, traverses, and elevations.

Perform a variety of office surveying duties researching existing records and compiling data required for current survey projects and computing data required for current survey projects.

Maintain accurate survey records in the form of field notes and sketches.

Organize and maintain survey equipment, survey vehicles and equipment room; take inventory as required.

Assist in preparation of construction drawings from engineering design, survey field notes and other data for use in the design and construction of a variety of public works projects including water and wastewater lines, streets, and drainage facilities.

Answer questions and provide information to the public concerning engineering activities.

Perform related duties as required.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; exposure to toxic waste, chemical, dust/mites, fume/odor, radiation, explosive, electrical , and mechanical hazards; working in trenches; exposure to extreme noise, temperature swings, heights, heat, and cold; writing; walking; twisting body; stooping; standing; squatting; sorting; sitting; seeing; running; pushing, pulling, dragging, lifting and carrying up to 50 pounds; kneeling; filing; crawling; climbing; cleaning; reading; decision making; speaking; interfacing with the public; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operation of a personal computer, calculator, miscellaneous survey equipment, and a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Surveyor In Training Certification or equivalent level of experience
Windows system based Network.
Basic software functions of Microsoft word, Excel and Access.
Specialized software functions of AutoCAD Civil 3D
Civil Construction and Inspection experience.

Ability to:

Understand and interpret legal descriptions and record survey maps.
Understand and interpret engineering plans, diagrams, and notes.
Use and care for robotic and conventional surveying instruments and equipment.
Make accurate and legible field survey notes.
Perform complex mathematical calculations with speed and accuracy.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Five years of increasingly responsible experience in Advance Field Surveying and Para-professional Civil Engineering work and a High School Diploma or GED, supplemented by college level courses in Civil Engineering, Mathematics, Computer Aided Drafting, Construction Inspection and Surveying.

LICENSES AND CERTIFICATES

Must have a valid Texas Driver's License.

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date