

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: SURVEY TECHNICIAN
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: ASSOCIATE ENGINEER

JOB CODE: CD26
DATE: 2/08

JOB SUMMARY:

Performs technical surveying duties associated with municipal engineering projects and design.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Assists the general public and other departments with the interpretation of surveys, street lines, benchmarks, aerial photos, and sewer, water, and drainage information.

Researches property plans; copies plans and collects appropriate fees.

Updates and draws property surveys of public and private lands to ensure consistency and accuracy.

Maintains public and private plans in electronic form and hard copy.

Updates city assessing maps and records with pen and ink.

Creates plans electronically for city projects.

Assists with DigSafe notification for emergencies.

Assists with address assignments for existing and proposed properties.

Assists with E-911 address numbering.

Assists with field surveys and traffic studies.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Copy Machine	Calculator	Fax Machine
Survey Equipment	Scale	Camera
Engineering Software	Computer	Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college or technical school, and four to six years of progressively responsible related experience, or any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of civil engineering.

Principles and practices of construction.

Principles and practices of surveying.

AUTOCAD, spreadsheet, word processing, and database software.

Record keeping, report preparation, filing methods, and records management techniques.

Basic budgetary principles and practices.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

Skill in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Accurate use of AUTOCAD drafting and engineering software.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read and understand engineering plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Deal with problems involving several alternative variables in various situations.

Define problems, collect data, establish facts, and draw valid conclusions.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking.

Frequently lift light objects.

Occasionally lift heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

Work requires the use of safety equipment such as shoes and vests.