

South Jordan City

Job Description

Title: Survey Technician
Org Code: 100410
Pay Grade: S-7

Effective Date: 2/25/16
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of entry level technician duties related to the development or creation of digitized maps through global positioning system (GPS) to assist in coordinating and participating in the design, development, and construction of city infrastructure. Engage in traverses, differential, leveling, property surveys and topographic or construction surveys for city roads, drainage, or other projects and infrastructure.

SUPERVISOR

Engineering Inspector Supervisor

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Use GPS survey instruments for daily processing of field collected data. Assist in developing geographic database structure, tables, forms, and reports.

Communicate with city departments, outside agencies, and the public to coordinate work processes and project completion. Assist in GIS fieldwork locating city infrastructure with the use of GPS survey equipment.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School
AND

B. Enrolled in college level classes in engineering, cartography, computer mapping or GIS and daily processing of field collected data computer aided drafting.;

2. Special Qualifications:

Valid Utah Class D Driver's License
Relevant job experience preferred.

3. Knowledge, Skills and Abilities:

Knowledge of and experience using GIS software and applications. Knowledge of and ability to create mapping output products in digital and hard copy formats.

Ability to display effective oral/written communication skills; possess strong problem solving skills; ability to display leadership and organizational skills; ability to multi-task and manage time effectively under

Review Date: 2/25/16

minimal supervision; self-motivated; ability to recognize work-flow inefficiencies, recommend, plan, and implement effective solutions; support team goals and be able to work in a team environment.

Ability to operate a personal computer and Microsoft products.

Ability to work quickly and accurately under time pressures to meet deadlines; ability to develop and maintain effective work relationships with co-workers and the public.

Ability to communicate effectively with co-workers, public and contractors.

Ability to maintain cooperative relationships with those contacted in the course of work activities.; skill in reading, writing, and basic math; knowledge of survey field techniques and survey language; ability to use sophisticated GPS equipment, total stations, and other electronic surveying equipment; skill in taking legible notes.

4. Working Conditions:

Incumbent of the position provides service to all City facilities. Tasks require a variety of physical activities, involving limited muscular strain, such as lifting & transporting small electronic equipment, stooping, crawling, sitting, reaching, twisting, talking, hearing and seeing. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and guided problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Part Time	EEO-4 Class:	Technician
Location:	Engineering	EEOP Class:	Technician
Group/BU:	Part Time General Pay Plan	Tech-Net Match:	395