



CLASSIFICATION TITLE: Survey Technician	JOB NUMBER: 7077	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: City Surveyor	PAY GRADE: 16	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate technical and administrative work providing land surveying associated with the planning, location, design, and construction of city projects, property transactions, and private land development activities, and related work as apparent or assigned. Work is performed under the moderate supervision of the City Surveyor.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential functions satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Operates survey equipment and participates on a survey crew.
- Uses modern surveying, engineering and drafting hardware, software, principles and techniques; reduces data from field instruments and books.
- Provides survey data to various City departments, such as topographic and property boundary data.
- Performs construction staking, topographic surveys, and other related field activities; operates specialized survey equipment in the field to gather design information or to perform construction staking for city projects.
- Assists with property research and calculations; computes traverse and operates computer equipment to balance horizontal and vertical survey and prepares appropriate final drawings.
- Reviews plats and surveys; assists in maintaining City survey records and surveying databases; assists in the preparation and maintenance of various records and files related to surveying activities.

- Assists in maintaining public works utility and street information in ESRI GIS databases; performs quality control and assurance on GIS data.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Principles, practices, methods, and techniques of land surveying.
- Modern land surveying methods as applied to the design and planning of public works, public utilities, transportation, and general construction projects.
- Applicable city, state, and federal laws, codes, regulations, specifications, standards, policies, and procedures.
- Computers and related surveying software and hardware.
- Trigonometry and algebra formulas and calculations.
- State and Labor & Industries health and safety standards.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Oral and written communication skills.
- Correct English usage, grammar, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy
- Technical aspects of field of specialty.

Skills and Abilities to:

- Interpret, apply and explain local, State and National codes, rules, regulations, policies, and procedures.
- Set up, calibrate, and maintain surveying equipment.
- Perform surveying duties related to assigned area of specialty.
- Operate modern field and office survey equipment.
- Prepare designs and sketches using modern computer design software.
- Read review and understand engineering plans and specifications.
- Compile and analyze statistical and technical information, maps, research data, and other pertinent data.
- Make verbal presentations and lead technical meetings.
- Investigate problems, analyze solutions, and determine appropriate corrective action.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Assist in inputting public works utility and street information into ESRI GIS.

SPECIAL REQUIREMENTS

- Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and one (1) year of experience in surveying and/or engineering technology.

COMPETENCIES

Foundational

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

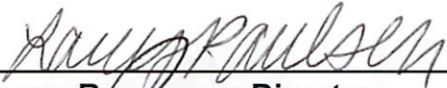
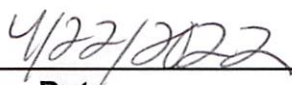

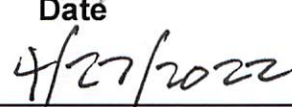

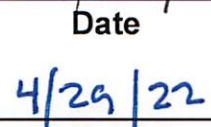
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and frequently lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions on active construction sites and within the public street right of way, frequently requires working near moving mechanical parts and occasionally requires exposure to the risk of electrical shock and exposure to vibration; work is regularly in a loud noise location (e.g. grounds maintenance, heavy traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date