



## **CLASSIFICATION DESCRIPTION**

**TITLE: SURVEY TECHNICIAN**

**JOB CODE: 9 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, the purpose of the position is to perform a wide variety of technical survey work to ensure proper elevation of pipe installation for drainage in new construction throughout the City. Employees in this classification function at journey level to perform both routine and non-routine duties as dictated by the nature of the work promoting efficient and organized operation of department activities. Position performs a variety of administrative/clerical support duties as dictated by the nature of the work area. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Operate survey instruments and Geodetic GPS receivers to survey and analyze various drainage systems, e.g., pipe elevation, swale placement, home elevation.
- Responds to inquiries and requests from the general public and business community, through friendly, professional customer service skills, ascertaining the needs of the customer and providing appropriate assistance and information, e.g., zoning, land development code, drainage calculations.
- Researches and analyzes structure elevations, swale placement, cross-sections, profile elevations and home elevation for construction approval to ensure compliance with all Federal, state and local codes, standards and regulatory requirements applicable to the work.
- Generates and mails various memos, notices, and other relevant materials to developers, contractors, engineers and the general public; prepares and mails letters in accordance with departmental policies and procedures.
- Provides recommendations and interpretation to the general public, e.g., rules, regulations, policies and procedures.
- Maintains and verifies accuracy of various departmental reports, databases and general ledgers; files various documents and records as instructed by departmental guidelines; retrieves files on request.

- Establishes, collects, organizes and maintains data on construction information and status; generates various daily, weekly and monthly reports.
- Assists with the research and resolution of minor routine administrative and operational problems; assists departmental personnel with a wide variety of administrative support and customer service tasks.
- Communicates with other departments and the general public for the dissemination of information.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by three (3) years in land survey work, and demonstrated organizational skills; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must have a valid Florida driver's license.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Knowledge of business English and spelling.
- Ability to clearly communicate information both verbally and in writing.
- Considerable knowledge of zoning, land development code, architectural review, and covenants and restriction City, State and Federal codes and regulatory requirements.
- Considerable knowledge of the principles and techniques of customer service skills; ability to deal diplomatically with irate individuals.
- Ability to operate survey instruments and Geodetic GPS receivers to survey and analyze various drainage systems, e.g., pipe elevation, swale placement, home elevation
- Ability to perform routine to moderately complex mathematical computations and tabulations accurately and efficiently.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Ability to access, operate and maintain various software applications.
- Ability to perform routine mathematical computations and tabulations accurately and efficiently.
- Ability to read, update and maintain various records and files.

- Ability to understand and follow pre-established departmental and City policies and procedures.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is frequently required to lift, move or carry objects up to 15 pounds; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, gases, odors or airborne particles; excessive noise; extreme temperatures; and dampness, wetness and humidity. While performing the essential functions of this job, the incumbent is occasionally exposed to possible bodily injury from moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.