

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	12/4/2017	Department:	Engineering (4101)
Title/(Status)/Job Code:	Survey Technician II (0983)	Reports To:	County Surveyor
Pay Grade/Salary Range:	PG-106 \$27,549.95 - \$42,702.43	Closing Date:	Until Filled

 Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

POSITION PURPOSE & OBJECTIVES:

A skilled position responsible for performing advanced technical work in connection with engineering related functions in the field, office or laboratory.

Essential Job Functions:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Serves as instrument man, head chainman or rodman on survey crew.
- Operates GPS equipment, data collectors, theodolites and levels on field survey crew in establishing lines, taking cross section and running drainage areas and traverses.
- Inspects grading work or proper materials, width, grade and drainage.
- Reduces survey notes, plots and checks cross sections, center lines and grade.
- Computes excavation and fill, percentage of grade and elevations.
- Transfers proposed grades to cross section sheets and plots.
- Prepares completed sketches and field notes.
- Set elevations for driveways and inspects driveways to make sure that they are in compliance with the Land Development Regulations (LDR's)
- Prepares field notes of mechanical, electrical and structural systems, equipment, topographic and hydro graphic surveys.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

This is a **Disaster Essential** position.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of principles, procedures, practices and techniques of surveying or engineering inspection.
- Knowledge of mathematics.
- Knowledge of methods, material and equipment common to building, street and sidewalk construction.
- Ability to read and interpret blueprints, plans and specifications.
- Ability to make engineering computations quickly and accurately.
- Ability to understand and follow oral and written instructions.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

Physical Skills:

Must be able to remain in a stationary position for 25% of the time. The individual in this position frequently communicate4s with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Occasionally ascends/descends stairs, climb ladders, scaffolding, etc. Occasionally moves materials and equipment weighing up to 40lbs. Consistently works in an outdoor environment. Occasionally works in inclement outdoor weather conditions. Frequently operates a motor vehicle or heavy equipment for up to four (4) hours continuously or intermittently.

MINIMUM QUALIFICATIONS:

Graduation from an accredited high school or possession of an acceptable equivalency diploma, Two years' experience in surveying

Licenses, Certifications, or Registrations:

Must possess a valid Florida Drivers License while employed.