

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:	4/2/2018	Department:	Engineering (4101)
Title/(Status)/Job Code:	Survey Technician I (1097)	Reports To:	Survey Party Chief
Pay Grade/Salary Range:	PG-105 \$25,747.62 - \$39,908.81	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.

GENERAL DESCRIPTION:

A skilled position responsible for performing technical work in connection with engineering related functions in 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.

- Position and hold vertical rods or targets that the instrument operators use for sighting in order to measure angles, distances and elevations.
- Place and hold measuring tapes when electronic distance-measuring equipment is not used.
- Run rods for the establishment of benchmarks, bench loops and cross-section elevations.
- Search for control points, section corners, property corners and other survey points.
- Maintain equipment and vehicles used by the surveying crews.
- Perform manual labor such as cutting brush for survey lines, carrying survey stakes, rebar, concrete monuments and other heavy items.
- Loading and unloading equipment required for the survey.
- Assist in determining elevations, lay out stakes, mark points of elevation, station numbers or other marks.
- Assist in measuring between points; place stakes at designated points and specified elevations.
- Assist in adjusting and operating all survey equipment including total stations, prisms, GPS, data collection, auto-level and digital level.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organizations.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge with electronic equipment.
- Ability to perform job duties continually in an outdoor environment and in varying weather conditions, including harsh climates.
- Ability to perform job duties in various terrains, including urban environments, swamps, woods, construction sites and sometimes in close proximity to moving traffic.
- Ability to identify and correct conditions which may affect employee safety.
- Ability to pay attention to minute details of a project or task.
- 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:

The person in this position: Must be able to remain in a stationary position for 25% of the time. Frequently communicates with the public and co-workers. Must be able to exchange accurate information in these situations. Occasionally ascends/descends stairs, ladders, scaffolding, etc. Occasionally moves materials and equipment weighing up to 40 lbs. Consistently works in a 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. Occasionally works in rugged terrain; to include very steep, wet, muddy, rough, uneven or rocky surfaces. Positions require physical exertions such as bending, crouching, stooping, stretching, reaching or similar activities. Individuals should be capable of working alone.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an acceptable equivalency diploma. A proficiency in mathematics and/or experience with surveying operations is preferred.

Licenses, Certifications, or Registrations:

Must possess a valid Florida Drivers License while employed.

OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.