



JOB DESCRIPTION

Survey Technician I – Land Survey

Screen

Job Title: Survey Technician I

Department: Land Survey

Classification: Grade 21 (Local 49 Maintenance, Engineering and Land Surveying)

FLSA Status: Non-exempt

Position Description: Technicians—Assist in the re-monumentation and survey programs in the Office of the Land Survey Department.

Supervisor’s Job Title:

Direct –County Land Surveyor

Indirect –Highway Engineer/Public Works Coordinator

Total # of full-time equivalents with job title that report directly to this job: 0

Total # of full-time equivalents with job title that report indirectly to this job: 0

QUALIFICATIONS:

Minimum Qualifications:

- High School graduate or equivalent.
- Diploma (**must attach transcript**) from a Land Surveying program and 3 years work experience in land surveying
OR
Associate’s Applied Science Degree (**must attach transcript**) from a Land Surveying program and 2 years work experience in land surveying
OR
Education (**must attach transcript**) and/or work experience equivalent to 5 years in land surveying.
- 2 years education (**must attach transcript**) and/or work experience with AutoCAD.
- 2 years education (**must attach transcript**) and/or work experience with global positioning systems (GPS).
- 1 year education (**must attach transcript**) and/or work experience with Microsoft Word and Excel.
- Valid driver’s license and reliable means of transportation.
- Successfully pass a pre-placement screen, contingent upon a job offer.

Knowledge, Skills & Abilities:

Knowledge:

- Techniques, principles, practices, methods, and equipment used in land surveying.
- Applicable federal laws, state statutes, case law, and local ordinances.



JOB DESCRIPTION

Survey Technician I – Land Survey

- Land survey and geographic information system (GIS) related computer programs.
- Applied mathematics.

Skills:

- Operate various survey equipment (i.e. GPS equipment, chain saws, brush saws, 4-wheelers, etc.).
- Collect and analyze historical survey evidence and data.
- Establish and maintain effective working relationships with co-workers, County staff, community officials, County Board members, the public, and other agency staff.
- Communicate effectively in oral, written, and graphic presentations.

Abilities:

- Work with a variety of computer software programs.
- Interpret legal descriptions.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

Preferred Qualifications:

- Work experience, beyond the minimum, in land surveying.
- Work experience, beyond the minimum, with AutoCAD.
- Work experience, beyond the minimum, with GPS.
- Education (**must attach transcript**) and/or work experience with Trimble Business Center software.
- Work experience as a MN Land Surveyor-in-Training.
- National Society of Professional Surveyors (NSPS) Certified Survey Technician - Level 1 (**must attach Certification**).

<u>ESSENTIAL DUTIES OF THE POSITION:</u> (These duties are a representative sample; position assignments may vary.)	<u>FREQUENCY:</u>
<ul style="list-style-type: none"> • Research and carry out field surveys for the perpetuation and monumentation of the Public Land Survey System and the location of Hubbard County lands (This includes record search, application of land surveying laws, complex calculations of field data, practical application of surveying techniques.); collection, reduction and analysis of gathered field data. 	70%
<ul style="list-style-type: none"> • Maintain and edit the parcel base map with the GIS staff. 	10%
<ul style="list-style-type: none"> • Provide answers to survey related questions for other departments within Hubbard County, State and Federal Agencies, and to the general public. 	10%
<ul style="list-style-type: none"> • Prepare and draft certificates of survey and certificates of corner location in accordance with M.S. 381.12 and M.S. 160.15, as amended. 	5%
<ul style="list-style-type: none"> • Data entry and maintenance of corner card database. 	5%
Regular attendance on the job.	



JOB DESCRIPTION

Survey Technician I – Land Survey

Perform other duties as delegated.	
------------------------------------	--

PHYSICAL REQUIREMENTS:

To view the Functional Job Analysis for this job, [click here.](#)

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

CLASSIFICATION HISTORY:

Position prepared by Hubbard County
Date last Reviewed: (03/2018)

Reposting Date: May 1, 2018
In house closes 5 days after posting date

Hubbard County Survey Technician I

JOB TITLE: Survey Technician I

DEPARTMENT: Land Survey

HOURS PER WEEK: Monday – Friday, 40 hours, 8:00 a.m. to 4:30 p.m.

SALARY RANGE: \$18.4319 per hour (Step 1), full benefit package

POSITION DESCRIPTION: Technician - Assist in the re-monumentation and survey programs in the Office of the Land Survey Department.

To view the job description, click here.

To view the Functional Job Analysis (FJA), click here

CLOSING DATE: Applications will be accepted **until 4:30 p.m., May 18, 2018.**

APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE, THIRD FLOOR, GOVERNMENT CENTER & ON THE COUNTY WEBSITE (www.co.hubbard.mn.us).
Hubbard County is an EOE.

Office Use:	
Board Approval Date:	<u>02/06/16</u>
Position filled by:	_____
Date:	_____
Position not filled:	_____
Reason:	_____
Posting Number:	<u>18-21 Reposting</u>



FUNCTIONAL JOB ANALYSIS

DEPARTMENT: Land Survey

POSTION TITLE: County Land Surveyor
Survey Technician I

Key:

Never (0%)	Rarely (1-5%)	Occasionally (6-33%)	Frequently (34-66%)	Continuously (67-100%)
Not at all	1-24 minutes in an 8 hour work day	.5 hours-2.5 hours in an 8 hour work day	2.75- 5.25 hours in an 8 hour work day	5.5 – 8hours in an 8 hour work day

Functional job demands:

- 1. Standing:** **Occasionally: (6-33%)**
This individual stands in stationary position to complete GPS readings, use distance meters, total station and other tools. Standing and walking alternates, prolonged standing.
- 2. Sitting:** **Frequently (34-66%)**
Sitting to complete computer work, travel by vehicle up to an hour.
- 3. Floor/ground lift:** **Occasionally: (6-33%)**
Lift 63 pound tailgate from ground level.
- 4. Single hand Carry:** **Occasionally: (6-33%)**
This individual may carry with one hand using a hook grasp: Total station 21#, drill 11#, Chain saw 22#, Manual jack hammer 27#, base for road sign 20#, GPS pole 8#.
- 5. Two handed carry:** **Occasionally: (6-33%)**
Carry record books weighing 30#, 20 feet, desk height to desk height.
- 6. Push/pull** **Rarely: (1-5%)**
Pull bases for signs out of back of truck are completed infrequently- twice a year.
Pull downward from 82 inches using 59 force pounds to lower the truck bed cover.
Pull upward with hook grasp using two fingers the trailer gate clasp requires 45 force pounds.
Pull/push with arm in a downward rotation of arm 5.4 pounds requiring 15 revolutions.
- 7. Low level work:** **Occasionally: (6-33%)**
Crouching, squatting, kneeling and/or crawling (4-point), forward bending for 5 to 10 minutes.
- 8. Climbing:** **Occasionally: (6-33%)**
Navigating steep hills inclines and uneven terrain occurs when completing surveys.
- 9. Step- up/over:** **Frequently: (34-66%)**

Stepping over obstacles such as brush, downed trees, field grass, and marshy areas.

- 10. Overhead tasks:** **Rarely: (1-5%)**
Reach up to 82 inches to pull down truck tool box cover using 59 force pounds.
- 11. Fine motor skills:** **Frequently: (34-66%)**
Use of tap hammer to set imprints.
Computer skills.
Drafting/drawing.
- 12. Walking:** **Frequently: (34-66%)**
Walking distances of 2+ miles on uneven ground, swamps, hills, and inclines to access land.
The ability to walk in waders, water boots when accessing swamp and shoreline occurs occasionally.
- 13. Balance:** **Frequently: (34-66%)**
Walking on uneven terrain, in snow and on ice, stepping over obstacles occurs during fieldwork.
- 14. Forward reach:** **Frequently: (34-66%)**
Reaches forward horizontal and/or upwards to remove gear from truck to height of 82 inches upward, horizontal reach to 36 inches.
- 15. Long handled tools:** **Occasionally: 6-33%)**
Shovel, post-hole digger, manual jack hammer.
Hand tools (dead blow hammer) is used to pound in stakes, rebar and markers into ground.
- 16. Backpack:** **Occasionally: (5-33%)**
Walks with a backpack on back which weighs up to 20 pounds.

Assessment completed by: Denise Ristinen, OTR/L, 12-11-17

Verified by: Ryan Miller, PLS. 1-3-2018