

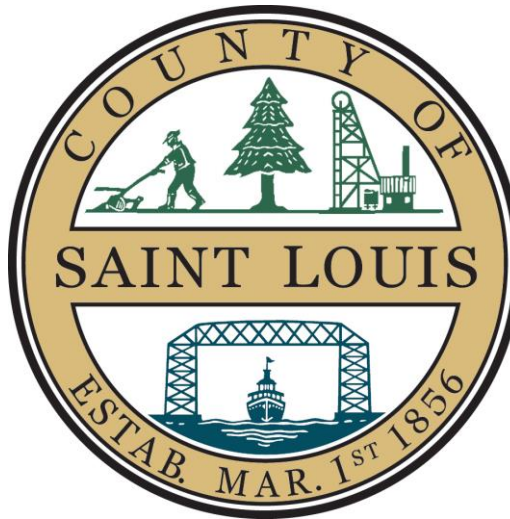
Survey Technician – (2) (Open)
Closing Date: 10/07/2021

**SEE ATTACHED SHEET(S)
FOR REQUIRED
SUPPLEMENTAL QUESTIONS**

If you are completing a paper application, please be sure to include a copy of your responses to the supplemental questions with your completed application.

For questions or more information about employment opportunities for St. Louis County please contact us at:

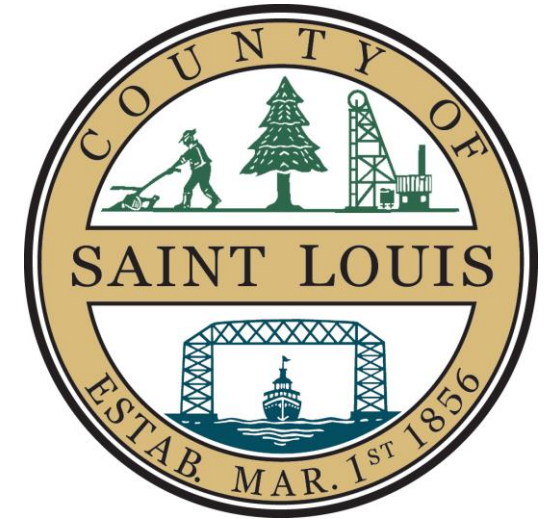
HUMAN RESOURCES DEPARTMENT
100 N 5TH AVE WEST
ROOM 1
DULUTH MN 55802
218-726-2422 (PHONE)
218-725-5054 (FAX)



Stability. Livability. Community.

www.stlouiscountymn.gov/jobs

**SURVEY TECHNICIAN
(2)(OPEN)**



Stability. Livability. Community.

**An Equal Opportunity and
Veteran Friendly Employer**

www.stlouiscountymn.gov/jobs

Position Code: 21-103/129
\$19.40 - \$24.39 Hourly
Permanent, Full Time
Virginia, MN
Public Works

Open: 09/23/2021
Closing date: 10/07/2021

**SUPPLEMENTAL QUESTIONNAIRE REQUIRED
WITH PAPER APPLICATION**

Paper applications must be received in the Human Resources Office by 4:30 pm on the closing date. Online applications must be received by 11:59 pm on the closing date.

KIND OF WORK:

The salary range reflected above is the normal hiring range.

The full salary range for an Survey Technician Trainee, including longevity pay, is \$19.40 to \$26.07 per hour. The full salary range for an Survey Technician I, including longevity pay, is \$21.29 to \$29.05 per hour.

This position is part of the [Civil Service Basic Union Contract](#) represented by Council 5 of AFSCME.

St. Louis County is seeking a detail oriented, enthusiastic individual responsible for work surveying and mapping land in St. Louis County.

DISTINGUISHING FEATURES OF WORK:

An employee in this class performs routine manual field and office tasks in the surveying and mapping of land in St. Louis County. Duties include routine land surveying work as part of a field survey crew in measuring distances, angles and positions of field evidence while keeping accurate field notes; completing simple research, documenting and drafting tasks. The work is performed under the direction of assigned staff.

WORK ENVIRONMENT:

These work environment factors are general in nature and may vary depending on the specific position being filled. **FREQUENT:** Lift and carry up to 10 pounds; near and midrange vision; depth perception; field of vision; hear; work with and around others; outside; exposure to weather; balance; feel; move about; stand; walk; and wildlife/insects. **OCCASIONAL:** Lift and carry up to 50 pounds; far vision; visual accommodation; talk/speak; customer/public contact; extended days; work inside; drive; crouch; use fingers; grasp; handle; kneel; reach; sit; stoop/bend; mechanical equipment; moving objects; dirt/dust; rotate and bend neck; twist at waist; turning wrist left and right; and reach above shoulder.

SELECTION PROCESS:**MINIMUM QUALIFICATIONS (Pass/Fail):****MINIMUM QUALIFICATIONS - Survey Technician Trainee (Pass/Fail):**

- High school diploma or its equivalent.
- Possession of a valid driver's license.

MINIMUM QUALIFICATIONS - Survey Technician I (Pass/Fail):

- High school diploma or its equivalent.
- One (1) year as a Survey Technician Trainee AND the recommendation of the director of the department; OR two (2) years of education from an accredited college or university in civil engineering, surveying or GIS technology, or a closely related field AND one (1) year of full-time paid verifiable experience in civil engineering, surveying or GIS technology; OR three (3) years of full-time paid verifiable

experience in civil engineering, surveying or GIS technology; OR equivalent education/experience as determined by the Human Resources Director.

- Possession of a valid driver's license.

Note: At the discretion of the hiring authority, the successful candidate may be considered for appointment at the Survey Technician Trainee or Survey Technician I level, contingent on minimum qualifications and department need. This would be determined at the time a job offer is extended.

RATING SYSTEM:**Supplemental Questions will be 100% of the scoring process:**

Points will be awarded based on the applicants answers to supplemental questions 7-14.

Experience beyond ten years may be included on the application for purposes of meeting minimum qualifications or informing the hiring authority of your complete employment history.

Please Note: When answering the supplemental questions on the website, the webpage may time out after 30 minutes. It's recommended you draft your answers in a Word document and copy/paste the answers into the application when you're finished writing. Failure to answer all of the questions on the "Supplemental Questions" page within 30 minutes may result in the deletion of your answers by the application system.

TENTATIVE RECRUITMENT & SCREENING PROCESS SCHEDULE:

- **September 24, 2021 - Applicant screening will begin.**
- **Week of October 18 2021 - Supplemental question scoring to be completed**
- **Week of November 1, 2021 - Interviews to be conducted**

ESSENTIAL FUNCTIONS:

The essential functions for this position are listed under the "ILLUSTRATIVE EXAMPLES OF WORK" on the specification, available in the Human Resources Department or online at www.stlouiscountymn.gov/jobdescriptions.

VETERANS PREFERENCE:

If you are eligible to apply for Veterans Preference, please attach to your application a copy of document(s) listed for the option that applies to you:

- Veteran: DD214 noting character of service

- Disabled Veteran: DD214 & compensable disability award letter issued within the last 6 months.
- Spouse of Disabled Veteran: DD214 & compensable disability award letter issued within the last 6 months & marriage certificate. (Eligible only if Veteran is unable to qualify because of the disability.)
- Spouse of Deceased Veteran: DD214, Marriage Certificate and Death Certificate.

Please refer to Minnesota Statute 197.455 for additional requirements. Click [Here](#).

PHYSICAL- MEDICAL STANDARDS:

Qualified applicants must be able to perform the essential functions of the position with or without reasonable accommodation. Applicants selected must meet the physical requirements for the position.

DRUG TESTING:

Applicants selected for appointment must take and pass a drug test.

BACKGROUND CHECK:

Applicants selected for appointment to a position with St. Louis County are subject to a background investigation.

EMPLOYMENT ELIGIBILITY VERIFICATION:

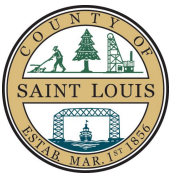
All new employees must submit documentation verifying identity and employment eligibility within three days of their first day of employment.

PROBATIONARY PERIOD:

Appointees to the position must successfully complete at least a six month probationary period prior to being certified for permanent employment.

NON-DISCRIMINATION:

St. Louis County is an equal opportunity and veteran-friendly employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.



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SURVEY TECHNICIAN - (2) (OPEN) **REQUIRED SUPPLEMENTAL QUESTIONNAIRE**

Closing Date: 10/07/2021

If you are completing a paper application, be sure to include a copy of your responses to the supplemental questions with your application. Be complete. Experience and training ratings are determined by the information you provide in your answers to the supplemental questions below. Use additional sheets if necessary. Please type or print clearly.

*1. Please type or clearly print your name.

*2. The information you provide related to your education, training, and experience is subject to verification.

I understand that giving false information, failing to accurately represent myself, or not providing required documentation as listed on the job announcement will result in disqualification.

Yes

*3. Did you graduate from high school or equivalent?

Yes

No

*4. Do you have a valid driver's license?

Yes

No

*5. At the discretion of the hiring authority, this position may be filled using either the Survey Technician Trainee (full salary range including longevity pay is \$19.40 to \$26.07), Survey Technician I class (full salary range including longevity pay is \$21.29 to \$29.05). Please indicate your willingness to accept employment as follows:

*6. SME Explanation: Questions 7-14 will be reviewed by a Subject Matter Expert (SME). The questions will be scored and used to help determine 100% of your score. For each question please list the organization(s) and/or employers where you gained the experience. All information listed must also be supported in the work experience section of your application.

I have read and understand the instructions given above and acknowledge that I understand my score is derived 100% from my answers to supplemental questions 7-14.

Yes

No

*7. Please describe your overall education, experience, and training as it relates to land surveying.

*8. Please describe any paid experience you have in the land surveying field and what your responsibilities were during that time.

CONTINUE 

- *9. Please describe your experience, and training with equipment such as snowmobiles, ATVs, hand tools, and power tools.

- *10. Please describe your experience, training, and level of proficiency with survey related equipment such as GPS, Total Station, Data Collectors.

- *11. Please describe your experience, training, and level of proficiency with word processing, spreadsheet, database, or other business software.

- *12. Please describe any education, experience, training, and level of proficiency with Computer Aided Drafting (CAD) and/or design software.

- *13. Please describe your education, experience, training, and level of proficiency with Geographic Information Systems (GIS) software or applications.

- *14. Please describe any additional equipment, software or other experience and/or training that would aid in making you valuable employee within the St. Louis County Land Survey team?

- *15. I certify that my responses to the questions above are true and accurate to the best of my knowledge.
 - Yes
 - No

* Required Question