

POSITION TITLE: SURVEYING TECHNICIAN
DEPARTMENT: PUBLIC WORKS
DIVISION: ENGINEERING

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Surveyor

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for ensuring that built/constructed improvements are properly placed (both vertically and horizontally).

JOB RESPONSIBILITIES

- Lays out proposed improvements within the City
- Locates all existing topography for proposed construction
- Draws plans of proposed improvements
- Researches property owners, right-of-way and easements at the Court House
- Establishes lines and grades for sidewalks in new subdivisions
- Takes responsibility for training Engineering Interns when required to do so
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, talk/hear, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl.

REQUIRED SKILL SETS

Occupational/Technical Skills

- Ability to use Auto CAD software
- Ability to properly operate Total Station Electronic Distance Measurer
- Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

- Ability to analyze and resolve situations and problems
- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to anticipate problems and develop alternative strategies for goal completion
- Ability to use techniques of effective time management
- Ability to handle multiple priorities and projects
- Ability to keep clear and accurate records and reports

Cognitive Skills

- Ability to interpret a variety of technical information with abstract and/or concrete variables
- Knowledge of methods and techniques of research
- Ability to interpret professional periodicals and journals, technical procedures, and government regulations
- Ability to perform engineering calculations
- Ability to research, compile and summarize a variety of informational and statistical data and materials
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

- Ability to speak effectively one-to-one

- Ability to speak effectively before groups and to respond to questions
- Ability to deliver effective presentations
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

- Ability to monitor progress and exercise control
- Ability to instruct and train others
- Ability to provide performance feedback

DESCRIPTION OF WORKING CONDITIONS

Work is performed both indoors and outdoors (frequently in traffic or around construction equipment).

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate or equivalent; Registered Professional Surveyor certification preferable; three to five years of relevant experience; must maintain a valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.