

## **CITY OF BELLINGHAM**

### **JOB DESCRIPTION**

|                     |                                            |                                |
|---------------------|--------------------------------------------|--------------------------------|
| <b>JOB TITLE:</b>   | <b>Survey Technician</b>                   | <b>UNION:1937</b>              |
| <b>CLASS TITLE:</b> | <b>Associate Engineering Technician</b>    | <b>SG:9</b>                    |
| <b>DEPARTMENT:</b>  | <b>Public Works – Engineering Division</b> | <b>CS:Y</b>                    |
|                     |                                            | <b>FLSA:Y</b>                  |
|                     |                                            | <b>EEO4/SOCCODE:TE/43-9199</b> |
|                     |                                            | <b>SEASONAL</b>                |

#### **JOB SUMMARY:**

Performs a range of technical engineering support duties, including surveying, research, and data maintenance assignments in support of the City's mapping, survey monumentation, and survey records programs. Uses a variety of surveying equipment and programs including total stations, levels, Global Positioning Systems (GPS), and other survey related sources to locate, inventory, verify, and correct information to improve the quality and integrity of the data for the City's Geographic Information System (GIS).

#### **SUPERVISORY RELATIONSHIP:**

Reports to the Real Property Manager. Receives direction and assignments from the Survey Services Coordinator and Public Works Surveyor. Works under general supervision and in accordance with applicable City regulations, policies, guidelines, and applicable land surveying standards. May work alone or as part of a survey crew.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Researches easements and property information for the City's property and easement tracking system. Verifies easement and property details and legal description information. Enters information into the City property tracking information system.
2. Collects monument information and updates the City's survey control and monumentation database.
3. Researches Whatcom County subdivision and survey records for use in the City's subdivision tracking system and the GIS system. Researches County assessor and auditor information to ensure the City's records are complete.
4. Performs survey data collection using GPS equipment, total stations, and levels.
5. Provides information and technical assistance to other staff, consultants, contractors, engineers and the general public.

#### **ADDITIONAL WORK PERFORMED:**

1. Assists in other areas of engineering as assigned.
2. Performs other related work within the scope of the classification.

## **PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

### Knowledge of:

- Current land surveying principles, terms, concepts, techniques, and procedures.
- Knowledge in the use of surveying instruments and equipment.
- Basic knowledge of technical engineering principles and practices related to surveying.
- Working knowledge of computer applications and programs used in surveying work.
- Working knowledge of applicable local and state laws and standards related to and surveying.

### Skill in:

- Utilizing surveying tools and instruments such as real-time networked GPS receivers, total stations and digital levels.
- Prioritizing tasks and time management.

### Ability to:

- Perform accurate mathematical calculations.
- Interpret survey field notes, records, and legal descriptions.
- Communicate effectively, both orally and in writing.
- Follow established safety rules and procedures, and to independently recognize hazards at the work site.
- Prepare technical materials and reports.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and printer;
  - Continuously bend, stoop, stand, walk, climb, cut brush, and set stakes;
  - Frequently communicate accurate information and ideas;
  - Frequently operate a motor vehicle;
  - Frequently lift and transport objects and equipment weighing up to 60 lbs., and occasionally lift heavy objects of up to 100 lbs. with mechanical assistance.

## **WORKING ENVIRONMENT:**

Survey work is performed at field sites (including developed and undeveloped areas) and in an office setting with extensive work with computers. Outdoor field work exposes the employee to inclement weather and conditions associated with a construction environment and traffic hazards. Drives a motor vehicle to work locations. Frequently lifts and carries moderately heavy surveying equipment over uneven terrain, and on occasion, through dense underbrush. Occasionally must lift heavy objects such as manhole covers and catch basin rims (with tools) weighing up to approximately 100 lbs. Employees are required to use a full range of appropriate safety equipment and follow standard safety practices.

## **EXPERIENCE AND TRAINING REQUIREMENTS:**

- One year of college level study in surveying technology or related courses.
- OR
- A minimum of one year of experience in land or construction surveying.
  - Current college students preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check, and local background check.
- Valid Washington State drivers' license and good driving record. A three-year driving abstract must be submitted prior to hire.

**PREPARED BY:** M. Gossett  
A. Mooers  
E. Weinberg  
1/25

**REVIEWED BY:** Mike Wilson  
Asst. Director of  
Public Works Engineering