POSITION VACANCY NOTICE
CITY OF KETCHIKAN

August 16, 2018

SPECIFICS

TITLE: SURVEY TECHNICIAN			
DEPARTMENT:	Public Works	**DIVISION:**	Engineering
STATUS:	Regular Full-time	**HOURS/DAYS:**	Monday – Friday 8:00 AM – 5:00 PM
GRADE /STEP:	348 / A – R	**DUTIES:**	See attached job description
HOURLY/SALARY:	$21.07-$27.14/Hr. DOQ	**UNION STATUS:**	YES
SPECIAL REQUIREMENTS: **College level course work in land surveying, mathematics, construction engineering, or a related field; two years of increasingly responsible field surveying experience**			

ADVERTISING REQUIREMENTS

POSITION IS OPEN UNTIL FILLED

WHERE: Local Only ☐ Statewide ☐ Pacific NW ☐ National ☐

PUBLICATIONS: Major papers in specified area: Ketchikan Daily News; Job Service; City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
www.ktn-ak.us/jobs

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

SURVEY TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs technical survey work in setting up survey equipment and reading and measuring distances and elevations with the use of standard surveying equipment; operates and maintains a variety of surveying equipment; collects data for the creation of plans for capital projects and maps for Geographical Information System (GIS) network within the city limits; calculates quantities; and performs related office functions.

The City of Ketchikan owns and operates many public facilities, including, but not limited to streets, bridges, ports, harbors, sewers, buildings, cemetery and a sanitary landfill. The Survey Technician operates surveying equipment and assists Engineering Division Staff in providing surveying services for the design and construction of City facilities. The Survey Technician must perform these duties in a manner that reflects favorably on the City and the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of technical field and office survey work for City capital improvement and mapping projects.

2. Operates and maintains a variety of electronic and/or conventional surveying instruments in the field including levels, GPS, total stations, and other equipment to measure distances, horizontal angles and elevations; ensures all surveying equipment is in a good working order.

3. Utilizes AutoCAD Civil 3D or similar programs in performance of office survey work to produce existing conditions plans, and updates to the City's GIS system, downloads, uploads, and edits electronic field data from a data collector.

4. Provides field reconnaissance and survey support for Engineering Division Staff. Prepares field notes, inspection reports, memorandums, regarding findings, observations, and recommendations. Either independently or as a part of a survey crew, stakes out a variety of information including construction grades, property lines and cemetery plots and collects data electronically or manually; maintains all control points.

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6. Assists Engineering Division Staff in design of projects utilizing AutoCAD Civil 3D.

7. Assists Engineering Division Staff in inspecting, documenting and administering ongoing complex projects to ensure that public facilities are constructed in accordance with appropriate codes, ordinances, project plans and specifications.

8. Drafts plats, plots field topographic data, and calculates quantities.

9. Audits materials, tools and equipment for the surveying crew.

10. Prepares and maintains a variety of drawings, as-builts, and documents for assigned area.

11. Ensures adherence to safe work practices and procedures.

12. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, techniques procedures, and equipment used in surveying.
Basic trigonometry as applied to the computation of angles, areas, and distances.
Operational characteristics of surveying equipment and tools.
Office procedures, methods, and equipment including computers and applicable software applications such as AutoCAD Civil 3D, word processing, spreadsheets, and databases.
Occupational hazards and standard safety practices.
Principles and procedures of record keeping.

Ability to:

Operate a variety of field surveying equipment in a safe and effective manner.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Understand and operate surveying software and AutoCAD and produce accurate existing condition plans.
Gather, interpret, record, and apply field notes in the performance of survey duties.
Prepare and maintain accurate survey records.
Perform mathematical calculations with speed and accuracy.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in land surveying, mathematics, construction engineering, or a related field.

Experience:

Two years of increasingly responsible field surveying experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site; work around traffic; exposure to noise, dust, grease, smoke, fumes, gases and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Occasional contact with the general public, residents and contractors while performing survey work.

Physical: Primary functions require sufficient physical ability and mobility to work in a field and office environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 3-48
Job Position Code: 37612
Union: Yes/GGU
FLSA: Non-Exempt
Date Approved: April 1, 1990
Date Amended: February 2001
Date Amended: August, 2018

Human Resources Manager Approval

City Manager Approval