



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

Survey Technician

Salary: \$33,529
Type: Full Time
Benefits: Full Benefits
Closing Date: Open Until Filled

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

Profile:
The Survey Technician is under the supervision of the City Surveyor. Survey Technicians perform various types of field surveying tasks using robotic total stations and/or GPS Receivers with data collector/controller and other standard surveying equipment.

Preferred Education

High School Diploma (or equivalent)

Preferred Experience

At Least 1 Year Experience or Equivalent Training/Education

Requirements/Certifications

Valid Driver's License

How to Apply

- 1 Visit salisbury.md/apply**
- 2 Submit City application, cover letter, and resume**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD
Classification Description

Classification Title: Survey Technician

Grade: 1

Department: Infrastructure & Development

FLSA Status: NE

Date: 4/5/24

Position Profile: The Survey Technician is under the supervision of the City Surveyor. Survey Technicians perform various types of field surveying tasks using robotic total stations with data collector/controller and other standard surveying equipment.

Duties and Responsibilities

Administration/ Task Completion: *Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.*

- Performs administrative duties to include maintaining survey field notes and data collection files.
- Import and export files between data collector and computer.
- Maintain file systems for survey projects.
- Assist in filing final plats/plans when needed.

Skills Proficiency/ Technical Aptitude: *Skillful in use of tools, hardware, software, and equipment.*

- Responsible for performing various types of surveying, including existing conditions topographic surveys, horizontal and vertical control surveys, as-built surveys, annexation and property surveys.
- Responsible for construction stakeout for structures, curb & gutter, sidewalks, etc.
- Ability to use various survey equipment to perform surveying tasks.
- Ability to research property records and City infrastructure records.
- Ability to use CAD software for computations and/or creating base map.

Leadership/Role Model: *Acts a role model and peer leader among his teammates and colleagues.*

- Have knowledge of principles and practices of workplace safety, operational procedures and legal compliance.
- Excellent organizational and interpersonal skills including written and verbal communication skills.
- Ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or government law.

Stewardship/Resources: *Safeguards equipment, supplies and materials.*

- Maintain survey equipment, including survey vehicle.
- Purchase and track survey supplies.

Development/Professional Development: *Participate in opportunities to earn or maintain professional credentials and certifications.*

- Support internal and external Department of Infrastructure & Development inquiries.
- Serve as a point of contact with City employees and residents to assist with information requests.
- Work on improving leadership skill by attending relevant meetings and trainings.

Performance Expectations

- Communication: Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- Work Ethic: Demonstrates personal accountability, effective work habits, integrity and ethical behavior. Position requires attendance at evening meetings or events.
- Teamwork: Works well as a leader of and part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- Problem Solving: Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- Initiative: Takes charge before others do and/or without being instructed.

Education and Experience

- High school diploma (or equivalent).
- At least one year of experience in land surveying.
- Or equivalent training, education and/or experience in land surveying.
- Knowledge of MS Office Suite, internet, email and other typical office software.
- Ability to effectively communicate with the public courteously and tactfully at all times.
- Valid Driver's License
- Must complete all appropriate FEMA Certifications within six (6) months of hire.

Physical Requirements

- Work requires occasional physical effort in the handling of materials up to 20 pounds.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.