



Lead Survey Technician

Department of Infrastructure & Development

SALARY	TYPE	SCHEDULE	DATE POSTED	BENEFITS
\$46,683-\$50,531	Fulltime	M-F 8:30am-4:30pm	7/31/2026	Full Benefits

DEPARTMENT PROFILE

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.

POSITION PROFILE

Under the general supervision of the City Surveyor, the Lead Survey Technician performs a variety of technical field and office surveying duties supporting municipal infrastructure, civil engineering, and public works projects. This role is essential in gathering accurate spatial data through routine field operations—including traversing, topographic surveys, leveling, and construction layout—utilizing modern field technology such as GPS systems and Robotic Total Stations.

This position serves as a peer leader within the team, fostering collaborative working relationships across city departments and with the public, while taking active stewardship of high-value surveying equipment. The ideal candidate blends technical aptitude with strong problem-solving skills, taking the initiative to complete tasks efficiently and ensuring all work adheres to municipal standards and best surveying practices.

EDUCATION

High school diploma or equivalent required

EXPERIENCE

5 years of land surveying experience **or** 3 years land surveying experience in a leadership role

Knowledge of MS Office Suite, internet, email and other typical office software.

HOW TO APPLY

1. Visit [Salisbury.md/apply](https://salisbury.md/apply)
2. Submit City Application, Cover Letter, and Resume

The City of Salisbury is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

Capital of the Eastern Shore

REQUIREMENTS / CERTIFICATION

Valid Driver's License

CST or LSIT path of development (preferred, not required)

City of Salisbury, MD

Classification Description

Classification Title: Lead Survey Technician

Grade: 6

Department: Infrastructure & Development

FLSA Status: NE

Date: 07/28/2026

Position Profile: Under the general supervision of the City Surveyor, the Lead Survey Technician performs a variety of technical field and office surveying duties supporting municipal infrastructure, civil engineering, and public works projects. This role is essential in gathering accurate spatial data through routine field operations—including traversing, topographic surveys, leveling, and construction layout—utilizing modern field technology such as GPS systems and Robotic Total Stations.

In addition to core field operations, the Lead Survey Technician conducts deed and property plat research, assists with data processing and survey calculations, and maintains meticulous project documentation. This position serves as a peer leader within the team, fostering collaborative working relationships across city departments and with the public, while taking active stewardship of high-value surveying equipment. The ideal candidate blends technical aptitude with strong problem-solving skills, taking the initiative to complete tasks efficiently and ensuring all work adheres to municipal standards and best surveying practices.

Duties and Responsibilities

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

- Responsible for using “Best Surveying Practices” for various types of surveys utilizing GPS and Robotic Total Station equipment.
- Responsible for time/task management of assigned duties.
- 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.
- Performs needed deed and plat research for assigned tasks.
- Maintains knowledge of survey equipment and data collectors/controllers.
- Understanding of typical survey plats/plans and deeds.
- AutoCAD/Civil3D knowledge preferred.

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

- Effectively communicate and maintain effective working relationships with other staff members and members of the public.
- 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.

- Maintains survey equipment and schedules equipment calibrations.
- Prepares and maintains survey documentation and records.
- Purchase and track survey supplies.

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

- Participate in advancement of skills for survey equipment and practices.
- Assists Survey Technicians in developing needed skills of equipment and practices.
- 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.

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.
- **Teamwork:** Works well as a 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:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- High school diploma or equivalent.
- 5 years of land surveying experience **or** 3 years land surveying experience in a leadership role
- Knowledge of MS Office Suite, internet, email and other typical office software.

Certificates, Licenses, Registrations, and Skills

- Valid Driver's License
- CST or LSIT path of development (preferred, not required)

Physical Requirements

- Work requires considerable physical effort in the handling of materials up to 40 pounds and/or continual standing or walking 60%+ of the time.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as in and around moving traffic, construction sites, e.g., use of safe work place practices with avoidance of trips and falls, and observance of outdoor surroundings.

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.