

POSITION DESCRIPTION

for

INSTRUMENT TECHNICIAN I

Reports to: Surveying Party Chief

1. Major Function:

Maintain and operate all instruments and measuring devices needed to complete different types of land survey work assignments.

2. Specific Duties and Responsibilities:

- A. Accurately set up and operate all instruments daily, including data collectors and GPS equipment.
- B. Have all survey equipment loaded in vehicle every day.
- C. Responsible for ordering and maintaining equipment and supplies.
- D. Review surveying field notes with a drafter.
- E. Review sheets and data for accuracy.
- F. Have all batteries charged at night for the next day.
- G. Train to continue a job unassisted while the Party Chief is calculating or otherwise detained.
- H. Must be able to work with others in a team environment.
- I. Must be able to accept direction from superiors/supervisors.
- J. Must be able to follow work rules/procedures.
- K. Must be able to accept constructive criticism.

3. Assignment, Review and Approval of Work:

- A. Assignments - Field Supervisor
- B. Reviews/Approvals - Party Chief
- C. Problem Solving - Party Chief

4. Responsibility and "Decision-Making Authority":

- A. Responsible for ordering equipment.
- B. Responsible for having all batteries charged at night for next day.

5. Report Preparation:

Keeps time cards for assigned field party.

6. Equipment Operation:

- Electronic total station with collector
- Theodolite
- Dumpy level
- EDM electronic distance meters
- GPS global positioning system
- Automatic level
- Transit

7. Relations with Others:

Party Chief	Assignments and instructions
Chain Technician	Operates rod for specific shots
Engineer	Information, advice and assignments
City Personnel/Contractor Personnel	To see what is required for specific job and site locations

8. Difficulty Factors of Position:

Find substantial property corners and benchmarks that are accurate and close to project site. Make accurate elevation and property ties. Learn to set up, operate and read angles with transit. Figure elevations and angles. Cut brush off line and operation of level rod would require the most training and assistance. Must respond to equipment malfunctioning problems.

9. Experience Necessary:

Minimum Years	1 year experience with various surveying instruments at Chain Technician level or above.
Educational Level	High school
Prior Training Skills Required	Mechanical background with good mathematical skills. Requires person capable of meeting physical requirements of an outdoor work environment.
Certifications	Valid Driver's License and good driving record.

10. Learning Period:

Up to two months

NOTE: THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. POSITION DESCRIPTIONS MAY BE CHANGED AT ANY TIME, EITHER BY MANAGEMENT DIRECTION AND/OR PRACTICE OR AS PROVIDED BY LAW.