CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 541.2

Job Title: **SURVEY FIELD TECHNICIAN**

Pay Grade: 9

GENERAL SUMMARY:

Assists with site preparation, equipment setup, and data collection for surveying.

RESPONSIBILITIES:

- Assists in collecting measurements and location data for surveying and mapping projects.
- Drives iron rods, wooden stakes, and other survey markers into the ground to mark precise survey points.
- Operates surveying instruments and equipment under supervision, such as levels and data collectors.
- Aids in trigonometric and conventional leveling surveys to determine elevations.
- Helps recover existing property corners, benchmarks, control points, and reference marks.
- Creates clear paths for measuring distances and conducting surveys.
- Assists in setting up and moving survey equipment, ensuring proper placement and functionality.
- Sets up safety equipment, traffic control devices, and manages traffic as needed.
- Loads and transports materials, equipment, and tools to and from field sites.
- Ensures equipment is properly maintained and reports any issues.
- Performs other job responsibilities as assigned.

SPECIFICATIONS:

KNOWLEDGE:
High school diploma or equivalent.

EXPERIENCE:
No experience is required.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions. Employees at this level perform assignments following specific instructions and are subject to frequent review by the immediate supervisor.

IMPACT OF ACTIONS:
Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position routinely requires lifting of moderately heavy items, such surveying equipment (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:
There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Survey Field Technician
Senior Survey Field Technician
Party Chief
Assistant Chief Surveyor
Chief Surveyor

Effective: July 2025