CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 541.3

Job Title: **SURVEY SPECIALIST I**

Pay Grade: 13

GENERAL SUMMARY:

Provides general administrative and technical support for surveying projects and/or performs general surveying activities under the supervision of a Registered Professional Land Surveyor.

RESPONSIBILITIES:

- Reviews survey work produced by various sources to ensure compliance with project requirements.
- Uses a variety of surveying software and related hardware to verify the accuracy of land parcels and survey data.
- Performs basic deed research to gather historical land information and verify boundaries for survey projects
- Prepares and updates various reports, records, and files to ensure all project information is current and documented
- Secures maps, plans and other information for survey projects.
- Reads and interprets survey maps, construction plans, and related technical documents.
- Performs basic quality control checks on survey data.
- Collects, prepares, digitizes, and codes spatial data into GIS format for project analysis and reporting.

SPECIFICATIONS:

EDUCATION:
Requires High School diploma or GED.

EXPERIENCE:
Two years of related experience in surveying, drafting, mapping, geography or GIS are required.

Substitution: An Associate's or Bachelor's degree in surveying, geomatics, engineering, GIS or a closely related field may be substituted for the experience requirement.

COMPLEXITY:
Work consists of standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:
Errors in work lead to minor inconvenience and incur some 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.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staff. 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 primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

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

JOB FAMILY:
Survey Specialist I
Survey Specialist II
Survey Specialist Supervisor
Chief Surveyor

Effective Date: July 2025