CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 541.4

Job Title: **SURVEY SPECIALIST II**

Pay Grade: 17

GENERAL SUMMARY:

Coordinates general administrative and technical support for complex surveying projects and performs specialized surveying activities under the supervision of a Registered Professional Land Surveyor.

RESPONSIBILITIES:

- Instructs field and office personnel in performing survey related activities.
- Performs deed research and analysis to gather relevant property information, historical data, and boundary details for survey projects.
- Prepares working sketches from deeds, historical records, and other sources to assist in the preparation of survey document and plans.
- Interprets survey crew field notes to ensure collected data is consistent with project requirements.
- Analyzes and processes various types of field data collected during surveys
- Prepares survey maps, plats, CAD drawings and legal descriptions based on field data. Operates CAD and GIS software to create and modify survey maps, plots, and models.
- Prepares base topographic drawings and surface models for use in engineering work.
- Reviews survey work produced by internal and external sources to ensure it meets project specifications and regulatory requirements. Responds to inquiries from the public and internal staff related to survey projects, providing accurate information.
- Prepares and updates various reports, records, and files to ensure all project information is current and documented. Performs quality control checks on survey data
- Secures maps, plans and other information for survey projects.
- Reads and interprets survey maps and construction plans, and related technical documents.
- Uses a variety of surveying software and related hardware to analyze and process spatial data.
- Collects, prepares, digitizes, and codes spatial data into GIS format to support survey project analysis and mapping

SPECIFICATIONS:

EDUCATION:
Requires High School diploma or GED.

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

SPECIFICATIONS: (continued)

Substitutions: A Bachelor's degree in surveying, geomatics, engineering, GIS or a closely related field may be substituted for the experience requirement. An Associate's degree in surveying, geomatics, engineering, GIS or a closely related field may be substituted for two years of the experience requirements.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required, in following guidelines, policies, and precedents.

IMPACT OF ACTIONS:
Errors in work lead to moderate 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.

SUPERVISION EXERCISED:

Direct Supervision:
None

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:
Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. 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
Revised: November 2026