



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SURVEYING AND MAPPING TECHNICIAN II

<b>Group-Section:</b> Engineering Services Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSMCE	<b>Salary Grade:</b> 40 <b>Job#:</b> XA52A
--	--	---

### JOB SUMMARY

This is the intermediate level position performing Surveying and Mapping Technician II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level apply basic skills while developing specialized skills in procedures, operations, techniques, tools, materials and equipment appropriate to area of specialization. Established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

### OVERSIGHT

**Supervision Received:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Supervision Given:** None

### JOB DUTIES

1. Assists with analyzing data, interpreting results, and using electronic field survey equipment and software.
2. Assists with survey projects, researching technical information, and ensuring specifications and standards are met.
3. Assists with preparing records of survey maps, legal descriptions, exhibit maps, topographic mapping, and deformation-monitoring reports.
4. Assists with preparing digital terrain modeling, Geographic Information Systems mapping, and geospatial analyses.
5. Assists with survey measurements, calculations, and field notes for mapping, design, and construction projects.

6. Assists with design, installation and maintenance of automated monitoring systems.
7. Assists with performing site inspections.
8. Assists with representing Metropolitan within area of responsibility with external entities.
9. Performs other related Surveying and Mapping Technician job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** A high school diploma or general education test (GED) and four years of progressively increasing responsibility work experience in field and/or office survey work; or Associate's degree from an accredited college or university and two years of relevant experience; or two years in a MWD Survey and Mapping Technician I classification.

**Required Knowledge of:** Survey principles, practices, and standards; pertinent state and local codes and regulations; work site safety; and basic Geographic Information Systems, Computer-Aided Designs, or other survey related software; and current office technology and equipment.

**Required Skills and Abilities to:** Read and interpret maps, legal descriptions, diagrams, construction drawings, and specifications; use a variety of business, Geographic Information Systems, Computer-Aided Designs and other engineering/survey applications; operate a variety of electronic survey equipment; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- None

#### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements