



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SURVEYING AND MAPPING TECHNICIAN III

Group-Section: Engineering Services Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: XA53A
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JOB SUMMARY

This is the journey level position performing Surveying and Mapping Technician III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized skills and job knowledge in area of specialization; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization. Uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Analyzes data, interprets results, and may establish methodology and techniques for use of electronic field survey equipment and software.
2. Performs survey projects, researches technical information; assists with developing schedules, work plans, budgets; and ensures specifications and standards are met.
3. Prepares Records of Survey maps, legal descriptions, exhibit maps, topographic mapping, and deformation-monitoring reports.
4. Prepares digital terrain modeling, Geographic Information Systems mapping, and geospatial analyses.
5. Assists in the development of contracts and agreements, and oversight of vendors, consultants and contractors.

6. Performs and reviews survey measurements, calculations, and field notes for mapping, design, and construction projects.
7. Designs, installs and maintains automated monitoring systems.
8. Performs special assignments in support of Metropolitan initiatives.
9. May perform site inspections.
10. Represents Metropolitan within area of responsibility with external entities; may negotiate and resolve issues.
11. 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 six 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 four years of relevant experience; or two years in a MWD Survey and Mapping Technician II classification.

Required Knowledge of: Geodetic/survey engineering principles, practices, and standards; photogrammetry; intermediate Geographic Information Systems, Computer-Aided Designs, or other survey related software; applicable federal, state, and local laws, codes and regulations including the Land Surveyors Act and the Subdivision Map Act; work site safety; and current office technology and equipment.

Required Skills and Abilities to: Coordinate and collaborate with external agencies; 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; use independent judgment and exercise discretion; 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

Job Title: Surveying and Mapping Technician III

Job Code: XA53A

Adopted: 03/11/13

Revised: 09/10/17

Supersedes: 04/23/14

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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