

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Surveyor 2		Class Code: 001DS2
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date:
	Summary: Incumbent is accountable for the planning and directing of survey activities pertinent to each surveying project.		

Duties:

- Prepares right-of-way plans, plats and descriptions used for sale, lease or transfer of lands to and from the state.
- Makes all necessary calculations and determines boundary line locations.
- Reviews consultant abstracting and right policies, procedures and standards.
- Researches state, county and city records necessary to perform abstracting.
- Prepare Title and Encumbrance Report for all in house abstracted parcels.
- Provide status reports of all state projects with abstracting and right
- Interacts with all customers as necessary to address specific problems, concerns and needs.
- Attends field checks, meetings, conferences and seminars;
- Meets with property owners and other customers to address special situations.
- Operates, maintains and adjusts all types of survey instruments, measuring devices and data recording equipments upon request.
- Perform other job related task assigned by supervisor.

Requirements:

- Valid driver's license and CDL license required;
- Prefer Associates degree in survey technology field or minimum survey field;
- Specialized knowledge of geometry, trigonometry and surveying;
- Considerable knowledge of engineering principles and practices applied in the location, design and construction of roads, bridges, dams and building;
- Considerable knowledge of professional surveying techniques;
- Considerable knowledge of laws, policies and procedures pertaining to surveying, right engineering and real estate;
- Basic knowledge of the various methods properties;
- Skill in operation of all types of surveying instruments;
- Ability to apply principles to solve practical, everyday problems; read, copy and record figures;
- Ability to gather, collate and classify data;
- Ability to handle routine and sensitive inquiries from, and contacts with government officials, property owners and contractors;
- Ability to act as a lead worker and instruct lower level technicians in methods and procedures;
- Ability to demonstrate physical agility and lift 50 pounds;
- Ability to establish friendly work atmosphere.

Difficulty of Work:

Work performed can vary from routine to high degree of difficulty. The work requires specialized knowledge of civil engineering technology, use of statistical analysis, cost estimating, environmental concerns. Employee works within established guidelines. Employee exercises judgment and decision making when on worksite. Work is carried out under the specifications and guidelines based on established policies and procedures.

Responsibility:

Established guidelines, practices, and procedures are available, if needed, in order to carry out a wide variety of duties in accordance with general work instruction. Employee is responsible for completion of work and accuracy of records, forms, reports, and technical information; therefore, errors in work or faulty judgment can cause substantial embarrassment and delays. Questions that may arise are discussed with supervisor; otherwise work is reviewed in terms of overall efficiency and smoothness of operations.

Personal Work Relationships:

This position works with interagency coworkers, government officials, property owners and the general public.

Physical Effort:

Must be able to lift 50 pounds and perform other physical activities such as: stooping, standing and walking for long periods of time, dragging, bending, and/or waving. When working outside, may work in inclement weather, heat and cold while performing physical activities such as going up and down slopes.

Working Conditions:

May be exposed to unpleasant surroundings including; dead animals, ditches with sewage, rough terrain, poisonous plants and insects, loud noise, confined work spaces, double shifts for snow and ice removal, dirt, dust, pollen, and insects/bugs.