

CLASSIFICATION: LAND SURVEYOR TECHNICIAN II

Class Code: 5614-22

Date Established: 11-01-14

Occupational Code: 7-5-7

Date of Last Review:

Exempt Status: Non-Exempt

BASIC PURPOSE: To perform semi-professional surveying functions under the supervision of a licensed land surveyor at the Department of Transportation related to the planning, project development and/or maintenance of transportation structures and facilities, and to provide right-of-way information in response to inquiries.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Independently researches and prepares reports to provide documentation attesting to the legal width, location and ownership of state highways for land surveyors, attorneys and the general public.
- Analyze legal descriptions in title documents to produce plans showing highway right-of-ways and property lines and easement locations using computer aided drafting/design and survey software.
- Researches historical road layouts, Commissioner's Returns of Layouts and right-of-way plans to define limits of existing right-of-way for state projects and outside requests; develops right-of-way plans documenting this research.
- Independently develops an exhibit sketch for each property in condemnation proceedings to fulfill a state statute requirement and for recording by a licensed land surveyor at the Registry of Deeds.
- Conducts field inspections and surveys as required.
- Develops legacy alignments for approval by the licensed land surveyor.
- Develops existing right-of-way line drawing for projects using legacy alignments, right-of-way research and other sources, and develops survey requests for supplemental detail as needed.
- Checks existing right-of-way text drawings with land ownership information, highway labeling, abstracting notes and right-of-way source notes.
- Prepares registry plans for recordation under the supervision of a licensed land surveyor.
- Trains and supervises new employees as well as interns; checks right-of-way plans prepared by others for correctness and accuracy.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications or in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major study in land surveying, civil technologies, forestry, engineering, geography, or related field.

Experience: Four years of experience in land surveying, engineering, mapping, right-of-way research, or related field.

OR

Education: Associate's degree from a recognized college or university with a major study in land surveying, civil technologies, forestry, engineering, geography, or related field.

Experience: Six years of experience in land surveying, engineering, mapping, right-of-way research, or related field.

License/Certification: Must possess a valid New Hampshire driver's license or have access to transportation. The applicant's Motor Vehicle Record (MVR) must meet the minimum standards as established by the hiring agency. Must possess a Surveyor in Training Certificate.

SPECIAL REQUIREMENTS:

For promotion from Land Surveyor Technician I, labor grade 20 to Land Surveyor Technician II, labor grade 22, employees must:

1. Meet the minimum qualification requirements of education and experience for the II level;
2. Obtain a Surveyor in Training Certificate;
3. Have obtained a satisfactory annual performance evaluation as a Land Surveyor Technician I.

RECOMMENDED WORK TRAITS: Knowledge of computer aided drafting and design. Knowledge of engineering techniques. Knowledge of surveying and designing of highways. Skill in the use of surveying, drafting and computing instruments. Ability to make and develop drawings and tracings and to make technical mathematical computations. Ability to form computations to compile data used in preparation of survey maps and charts. Ability to effectively communicate both orally and in writing. Ability to prepare reports of findings and to evaluate the reports of others. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to perform most job functions independently or with minimal supervision. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.