

# State College Borough

## Surveyor/CADD Senior Technician

### Job Description



**REPORTS TO:** Borough Engineer  
**ROLE & LEVEL:** T4

**DEPARTMENT:** Public Works Administration  
**FLSA STATUS:** Non-exempt

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#### **WORK OBJECTIVE:**

The Surveyor/Draftsman position performs surveying, drafting, and mapping activities for various Borough construction projects. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs engineering surveys for Borough construction projects and right-of-way excavation and acquisition surveys
- Collects storm/sewer information through survey, geographic information system (GIS), and aerial photography to create thematic maps; populates GIS database with inspection and related data
- Manages and updates the GIS database; provides GIS training and assistance for other GIS users
- Researches, recommends, and initiates software and equipment acquisition for use in surveying, computer-aided design (CAD), GIS, pavement management, sewer inspection and traffic counts
- Updates and approves 1-call mapping and contacts for the Borough; responds to Call before You Dig requests using location equipment, databases, and maps
- Reviews development plans for compliance with the Digital Plan Ordinance
- Uses surveying equipment to collect site information and evidence locations to create maps for police investigations
- Sets out traffic counters, downloads count data, and creates reports for traffic analysis
- Performs drafting and other related engineering work
- Provides maps for internal and external use

#### **Supervision:**

- None

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#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of legal procedures concerning construction and surveying laws that pertain to boundary locations
- Knowledge of current engineering principles and practices applied in planning, location, design, construction, operation and maintenance of streets, sidewalks, storm and sanitary sewers, buildings and other public facilities
- Knowledge of various computer software programs that aide in the survey and design of projects
- Knowledge of various surveying equipment and construction inspection techniques
- Skill in the use of Microsoft Office products (Word, Outlook, Access and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to perform drafting, surveying and engineering calculations
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing

#### **MINIMUM QUALIFICATIONS:**

Associate's degree in civil engineering/surveying; supplemented by four or more years' experience surveying and drafting; or an equivalent combination of education, certification, training, and/or experience. Must have a valid Pennsylvania driver's license.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in civil engineering/surveying

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#### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of standing and/or walking. Tasks may involve extended periods of time at a keyboard or work station.

#### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

#### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to sound and visual perception and discrimination. Some tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date