

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SURVEYING TECHNICIAN

JOB DESCRIPTION

Employees in this job perform technician surveying support activities including the surveying of roads, building sites, recreation areas, bridges, environmental sites, and determinations of land boundaries under the guidance of a professional surveyor.

Position Code Title - Surveying Technician-E

Surveying Technician 8

This is the entry level. The employee performs a range of Surveying Technician assignments while learning the methods of the work.

Surveying Technician 9

This is the intermediate level. The employee performs an expanding range of Surveying Technician assignments in a developing capacity.

Surveying Technician E10

This is the experienced level. The employee performs a full range of Surveying Technician assignments and uses independent judgment to make decisions in specific work situations.

Position Code Title - Surveying Technician-A

Surveying Technician 11

This is the advanced level. The employee functions as a lead worker overseeing the work of lower-level Surveying Technicians and performing experienced level Surveying Technician assignments; or as a senior worker performing the most complex assignments.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Sets prisms for measurements; runs rods for benches and cross section elevations; searches for section corners, property irons and survey points; and cuts brush for lines.

Records measurements and descriptive data.

Performs calculations and computations related to the field of surveying.

Participates in laying out grids and determining horizontal and vertical controls.

Performs distance measurements using both metric and imperial units.

Analyzes and compares computations with standards established by state law or department policy.

Documents survey findings and delineation of lines and boundaries.

Compiles information from engineering plans to stake construction projects; extracts and develops data from a survey plat to conduct new surveys.

Prepares topographic and contour maps of surveyed land.

Performs related work and other tasks as assigned.

Additional Job Duties

Surveying Technician 11 (Lead Worker)

Assigns work to lower-level Surveying Technicians.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

Surveying Technician 11 (Senior Worker)

Regularly performs the most complex and difficult assignments in the work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the use and maintenance of surveying instruments and peripheral equipment.

Knowledge of the U.S. Public Land Survey System and related state law.

Knowledge of research methods to obtain survey records.

Knowledge of field survey procedures.

Knowledge of land surveying formats, language, and methods for recording measurements and data.

Knowledge of accuracy specifications for different classes of surveying measurements.

Knowledge of algebra, geometry, and trigonometry.

Knowledge of legal descriptions used in surveying.

Knowledge of computer-aided drafting.

Knowledge of imperial and metric conversion factors and their application to various units of angular, linear, and aerial measurements.

Ability to print and draw legibly while maintaining speed and accuracy.

Ability to analyze field measurement for conformance with accuracy standards.

Ability to interpret plats, plans, maps, and drawings.

Ability to maintain records, and prepare reports and correspondence.

Ability to maintain survey equipment and tools.

Ability to communicate effectively.

Additional Knowledge, Skills, and Abilities

Surveying Technician 11 (Lead Worker)

Ability to train and oversee the work of others.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

Surveying Technician 11 (Senior Worker)

Ability to perform the most complex Surveying Technician assignments.

Working Conditions

The job requires an employee to be exposed to inclement weather conditions.

The job requires an employee to work where there is a significant chance of injury.

Physical Requirements

The job duties may require an employee to traverse rough terrain.

The job duties require an employee to lift and/or move heavy objects.

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Education

Possession of an associate degree in civil technology or surveying technology.

Experience

Surveying Technician 8

No specific type or amount is required.

Surveying Technician 9

One year of experience equivalent to a Surveying Technician 8.

Surveying Technician E10

Two years of experience equivalent to a Surveying Technician, including one year equivalent to a Surveying Technician 9.

Surveying Technician 11

Three years of experience equivalent to a Surveying Technician, including one year equivalent to a Surveying Technician E10.

Alternate Education and Experience

Surveying Technician 8 - 11

Completion of 60 semester (90 term) credits including 24 semester (36 term) credits in any combination of course work in the following areas: civil technology, surveying technology, surveying engineering, civil engineering, environmental engineering, or engineering science may be substituted for the education requirement.

Surveying Technician E10

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work may be substituted for the education and experience requirements.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SURVEYTCH

Job Code Description

SURVEYING TECHNICIAN

Position Title

Surveying Technician-E

Surveying Technician-A

Position Code

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Pay Schedule

L32-006

L32-012

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04/12/2026