

## PRINCIPAL ENGINEERING TECHNICIAN (SURVEY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent oversees and performs non-professional land-surveying work. This position is responsible for the oversight, scheduling, assignment and layout of survey work for projects undertaken by the County. Oversight is exercised over a number of technical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees the work of all County survey parties;

Oversees the checking and plotting on the master traverse sheets of the data submitted by private engineering/survey firms doing the survey projects on a contractual basis;

Oversees the correction of the master traverse sheets, submits them to and accepts them from the printer reproducing them;

Oversees the field and property line surveys for various Westchester County departments;

Oversees the preparation and maintenance of office records and reports of all survey work being done by the County;

Prepares work schedules and assigns survey projects to the various survey parties;

Represents the County as a witness when survey facts are required in court cases in which the County is involved;

Acts as liaison between the County and the private engineering firms doing the control survey projects and provides assistance to them in locating monuments;

Participates in conferences with higher level officials in matters pertaining to survey projects;

Prepares specifications for all survey equipment purchased by the County, inspects and recommends necessary repairs to such equipment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of plane surveying; ability to conduct triangulation, property line and geodetic surveys; ability to inspect work in progress to obtain conformity to plans and specifications; ability to get along with others and deal effectively with private engineering firms conducting surveys for the County on a contractual basis; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak,

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont)

understand, and communicate in English sufficiently to perform the essential duties of the position; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either (a) Associate's Degree\* in survey engineering or technology and four years of experience in which the primary function of the position was in control survey projects; or (b) an Associates Degree\* in civil or construction technology which included coursework in surveying and four years of experience as described in (a); or (c) six years of experience in control survey projects; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTIONS: College education toward a Bachelor's Degree\* in survey, civil or construction engineering or technology may be substituted at the rate of 30 credit hours for one year of experience up to a maximum of three years.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.