

COMMONWEALTH OF PENNSYLVANIA
invites applications for:



Surveyor 1

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

SALARY:	\$57,793.00 - \$87,879.00 Annually
JOB TYPE:	Civil Service Permanent Full-Time
DEPARTMENT:	Game Commission
LOCATION:	Huntingdon County
OPENING DATE:	10/12/22
CLOSING DATE:	10/26/22 11:59 PM
JOB CODE:	12290
POSITION NUMBER:	45238
UNION:	AFSCME
BARGAINING UNIT:	B3
PAY GROUP:	ST07
BUREAU/DIVISION CODE:	236634
BUREAU/DIVISION:	Bureau of Wildlife Habitat Management
WORKSITE ADDRESS:	8627 William Penn Highway
CITY:	Huntingdon
ZIP CODE:	16652
CONTACT NAME:	Ashley Boylan
CONTACT PHONE:	717-787-7836
CONTACT EMAIL:	gamevacancybids@pa.gov
THE POSITION:	

Work hours: Monday - Friday 7:30am - 3:00pm (40 hours/week)

DESCRIPTION OF WORK:

Reviews initial Survey Assignment from Surveyor II and, determines the need for and performs research of land records at county offices (such as Recorder of Deeds, Register of Wills, Tax Assessment, Prothonotary), municipal and state offices (such as minutes of meetings and Land

Office warrant and patent information) to clarify any title description or right-of-way issue

Contacts adjoining property owners to inform them of the survey and to obtain any survey or title information pertaining to the common lines; contacts private surveyors of subject or adjacent tracts to obtain prior survey information

Determines the method of survey, what needs to be located and the best starting point to commence the survey and establishes control points for the survey based upon deed/map or field evidence. Utilizes the appropriate State Plane Coordinate System established by the most precise GPS or conventional surveying techniques.

Carries out and/or oversees the recording of survey data with electronic data collectors, digital cameras and field books noting, e.g.: location of survey, date, weather, crew names, instrument number, station numbers, angular and linear measurements, types and status of monumentation found or set and ties to survey evidence and corners.

Performs and directs the clearing of vegetation along boundary lines as the survey progresses, recovers existing property monumentation and establishes new property corners to PGC specification whenever necessary. Establishes witness trees at property corners and records reference measurements; directs and assists the marking, painting, and placement of signs upon all final boundary lines. Coordinates with Regional and local Land Managers for assistance in completing surveys whenever needed.

Remains proficient in the use of modern field data collection devices as well as maintaining an up-to-date desktop or laptop computer with specialized surveying software to analyze field and title data, guarantees survey precision through statistical analysis and finalizes all property corners and boundary lines, culminating in the production of a certified final map, legal description, survey report and coordinate files of the completed survey.

Other types of surveys may include topographic surveys, engineering surveys, forensic surveys, subdivision & land development, layout of buildings, dams, rifle/pistol ranges, borrow pits, bridges, roads, rights of way, utility and flood control structures, and diversion terraces using modern survey techniques.

Computes level notes, earthwork volumes, cuts and fills for grade stakes, differential leveling, establishment of survey reference marks, placement of aerial mapping control targets, the recovery of old highway and railroad right of way baselines and the establishment of new horizontal and vertical alignments.

Maintains a current equipment inventory list, operates and readily learns new equipment, trains both survey and non-survey personnel to assist on survey crew, cleans, calibrates and cares for all equipment assigned to him/her such as crew vehicle, total stations, GPS equipment, prisms and prism poles, tripods, magnetic locator, chain saw and cutting equipment, 2-way radios, survey tapes, field and office computers, monitors and printers and related surveying items. All equipment is kept in good working order and any lost or damaged equipment is immediately reported to Surveyor II.

Maintains a comprehensive record of all daily surveying activities and for those under his/her supervision and prepares bi-weekly and annual work summary reports for submission to Surveyor II. Prepares employee performance evaluations for technicians under his/her supervision and other administrative duties as directed by Surveyor II.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

One year as a Surveyor Technician Supervisor;

OR

Five years of responsible surveying work, including one year as a chief of party of a wide variety

of surveying assignments; and graduation from high school. An associate degree in surveying or engineering technology may be substituted for one year of non-specialized experience;

OR

Any equivalent combination of experience and training.

Recruitment Methods:

Applicants must meet one (or more) of the following method(s) to be considered for this vacancy:

- Promotion without Exam
- Reassignment
- Transfer
- Demotion

Necessary Special Requirement:

1. Possession of a registered surveyor's license as issued by the Pennsylvania State Registration Board for Professional Engineers, or possession of a registered surveyor's license obtained in another public jurisdiction under requirements which are at least equal to those of Pennsylvania.
2. Be a resident of Pennsylvania.

Selection Criteria:

- Minimum experience and training required for the job.
- Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet standards.
- Seniority, defined as minimum of one year(s) in the next lower class(es) by the posting closing date of 10/26/2022.

EXAMINATION INFORMATION:

HOW TO APPLY:

Submit an online application at

<https://www.governmentjobs.com/careers/pabureau/promotionaljobs>

Please attach a copy of your most recent Employee Performance Review (EPR) to your application. If you do not have this document, please include a note explaining why it is not included.

You must ensure your submission includes sufficient detail of time periods, experience, and qualifications to show that you meet the Minimum Experience and Training Requirement listed on the Vacancy Notice. If the information you provide is not detailed enough to show that you meet these requirements, you will be considered NOT QUALIFIED regardless of whether you possess the necessary qualifications.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

Faxed, e-mailed, mailed, late and/or incomplete applications will not be accepted.

The Commonwealth is an equal employment opportunity employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age,

gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.employment.pa.gov>

Job #I-2022-34482
SURVEYOR 1
AB

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120

jobs@pa.gov

An Equal Opportunity Employer
