



Commonwealth of Pennsylvania
Surveyor 1

SALARY	\$57,793.00 - \$87,879.00 Annually	LOCATION	*Home Headquartered, PA
JOB TYPE	Civil Service Permanent Full-Time	JOB NUMBER	I-2023-62474
DEPARTMENT	Game Commission	DIVISION	GC Srvy Crew #1
OPENING DATE	09/06/2023	CLOSING DATE	9/20/2023 11:59 PM Eastern
JOB CODE	12290	POSITION NUMBER	98097
UNION	AFSCME	BARGAINING UNIT	B3
PAY GROUP	ST07	BUREAU / DIVISION CODE	Bureau of Wildlife Habitat Management
BUREAU / DIVISION	236631	WORKSITE ADDRESS	2309 Pittsburgh Road
CITY	Franklin	ZIP CODE	16323
CONTACT NAME	Julie Toth	CONTACT PHONE	717-787-7836
CONTACT EMAIL	gamevacancybids@pa.gov		

THE POSITION

Monday - Friday, 7:30 am - 4:00 pm (40 hours per week)

- This position is home-headquartered but will cover the Northwest Region of Pennsylvania.
- This position requires extensive travel.

DESCRIPTION OF WORK

Reviews and analyzes requests for professional land surveying services in support of and originating from the Real Estate Division, 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.

Plans survey operations giving safety considerations first priority. Such considerations will include, but are not limited to, the

optimum time of day (or season) to accomplish a particular assignment, request the transfer of more experienced personnel for potentially hazardous jobs, identify and request special work zone support or protection and communicate any recent accidents, its cause and appropriate corrective action to his/her supervisor. The Surveyor-1 is responsible for assuring the survey crew has the proper tools, equipment, and training necessary to perform daily survey work under safe conditions.

Notifies adjoining property owners in advance of survey activities to inform them of upcoming survey activities and obtain any pertinent survey or title information needed for the project. Contacts private surveyors to obtain information on previously surveyed properties in the subject area. Develops a mailing list and provides notice to all landowners near the surveying project. Provides copy of said mailing list to the Surveyor-2 prior to the onset of surveying activity. Maintains a record of all files or correspondence generated throughout the course of the survey assignment and stores this information to the PGC central file server.

Makes measurements to determine the direction and length of lines, geodetic positions, or elevation using GNSS or conventional survey equipment, such as a total station. The assigned Surveyor-1 determines the best equipment for the project, given the size, location, accuracy requirements, and other characteristics of the project. All measurements are based on closed loop traverse or redundantly observed GNSS networks of proven accuracy.

Performs, supervises, and trains staff in proper surveying techniques, use of specialized surveying software and hardware necessary for the recording, post-processing and analysis of field survey and title information. This will include the use and maintenance of laptop and field computers needed to perform land surveying processes and in the production of survey plats bearing the date, signature, and seal of the responsible Surveyor-1, legal descriptions, survey reports and other supporting digital files. Other specialized guidance may include the proper use of; digital cameras, chain saws, brush cutting tools, and the recording of traditional survey field notes documenting the 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.

Assists, performs and directs the clearing of brush and vegetation along boundary lines as established or retraced by the surveyor, ensuring that all property corners are intact and in the proper location, constructs and repairs corner witness marks, provides correct sequential numbering for all SGL corners, documents record measurements and takes georeferenced digital photographs of each corner set or found, assures the correct marking or un-marking of boundary lines and implements the proper painting techniques, directs the proper placement of signage, communicates the progress of survey work and coordinates line marking operations with the Regional Office, Land Managers and Habitat Management personnel.

Performs engineering surveys as needed for the design and layout of buildings, dams, rifle/pistol ranges, borrow pits, bridges, roads, rights-of-way, diversion terraces, utility and flood easements. All projects requested by the Engineering Division must be approved and scheduled by the Surveyor-2.

Computes level notes, earth work volumes, cuts and fills for grade stakes, differential elevations, bench marks, panel locations (aerial surveys), highway and railroad right-of-way control points and curve stationing.

Maintains and reports an annual inventory of all PGC equipment, operates, trains and cares for all equipment assigned to him/her such as crew vehicle, total stations, GNSS equipment, prisms and prism poles, tripods, magnetic locator, chain saw and cutting equipment, 2-way radios, survey tapes, field and office computers, monitors, printers, large format plotters and related surveying items.

May perform horizontal and vertical control surveys for aerial mapping. Directs riparian surveys to determine water

boundaries abutting land surveys (establishing meander lines to determine low and high water marks in stream channel changes).

Directs and assists the survey crew in the re-establishment of lost or disputed State Game Land corners or lines.

Prepares sealed survey plats or exhibits for areas where boundary lines are unclear or encroachments along disputed lines may exist.

Performs surveys to aid law enforcement personnel (i.e. location of political boundaries and firearm trajectory/distance measurements).

Performs the full range of supervisory duties, is responsible for quality and quantity of work, evaluates subordinate personnel and is accountable for compliance to all employee policies and procedures. This includes participation in the Performance Management Program as defined by Management Directive 540.7 as amended.

Oversees and conducts quality control inspections on state contracted surveying and line clearing operations as performed on behalf of the Game Commission.

Prepares subdivision plans, applications, supporting information and attends meetings to facilitate plan approval. Records plans as required by municipal, county, and state agencies.

Utilizes GIS software for the preparation of reference maps, location maps and for the purpose of updating and maintaining the SGL boundary and parcel survey information.

Prepares survey plats using computer aided drafting and design (CADD) software and provides survey reports which meet current PGC standards as defined by the Surveyor-2. All survey project data must be continually synchronized and backed-up to the PGC central file server. It is imperative that all relevant project data gathered by the Surveyor-1 exists on both the laptop computer and central file server. This specifically entails project information needed to reproduce the results or decisions made during a survey project. This includes but is not limited to all digital files, terrain models, coordinate files, deed plots, general correspondence, courthouse research, emails, digital photos, field notes and/or any sketches or scans of documents. All survey data must be organized in an approved file folder structure that is clear, easy to follow, carefully indexed and deemed acceptable by the Surveyor-2.

Prepares bi-weekly and annual reports including but not limited to summarizing all annual survey activities, man-hours utilized, lineal feet of boundary line and total acreage surveyed.

Essential Functions:

1. Act as an expert witness before the Board of Property or in a Court of Law.
2. Communicates effectively orally and in writing and performs other related duties.
3. Research land records and software support over the Internet.
4. Traverse rough terrain in all weather conditions and travel overnight when necessary.
5. Lift and carry 60 lbs. over uneven terrain.
6. Possess a valid driver's license to operate a motorized vehicle.
7. Utilize Surveying, CADD, and GIS software.
8. Complete large acreage surveys to PGC standards.

9. Maintain survey equipment and state assigned vehicles.
10. Operates and maintains a variety of power and hand tools.

REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY

Recruitment Method(s):

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

- Promotion without exam
- Reassignment
- Transfer
- Voluntary Demotion

Eligibility- all candidates

1. Meet the minimum experience and training required for the job:

One year as a Surveyor Technician or Survey 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.

- 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.

3. You must be eligible for selection in accordance with merit system employment regulations.

4. You must be able to perform the essential functions.

Eligibility - Competitive Promotion Without Examination Only:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:

- Survey Technician
- Survey Technician Supervisor
- Applications will be reviewed to determine if employees previously held regular civil service status or currently hold regular civil service status in a class for which there is a logical occupational, functional, or career development relationship to the posted position, or if there is a clear linkage between the required knowledges, skills, and abilities of the previously or currently held class with those needed for the posted position.
- This position is subject to the promotion provisions of a collective bargaining agreement or memorandum of understanding.

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 with no break in service.

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.

Agency

Commonwealth of Pennsylvania

Address

613 North Street

Harrisburg, Pennsylvania, 17120

Website

<http://www.employment.pa.gov>