

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No
R3-116

2 Reason for Submission

Reassignment
 Reestablishment
 New
 Other
Explanation (Show any positions released)

3 Service

Civil
 Field

4 Employing Office Location

Twin Cities, MN

5 Duty Station

6 Employment/Financial Stmt Required

Yes No

7 Fair Labor Standards Act

Exempt Nonexempt

8 Subject to IA Action

Yes No

9 Position Status

Competitive
 Exempt (Specify)

10 Position is

Supervisory
 Managerial
 Neither

11 Sensitivity

1-Non Sensitive
 2-Noncritical Sensitive
 3-Critical Sensitive
 4-Special Sensitive

12 Competing Level

13 Agency Use

15 Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Surveying Technician	GS	817	4	<i>RS</i>	11/29/67
e. Recommended by Supervisor or Initiating Office	Surveying Technician	GS	817	4		

16 Organizational Title of Position (if different from official title) _____
17 Name of Employee (if necessary, specify) _____

18 Department, Agency, or Establishment
Department of Interior

19a. First Subdivision
U.S. Fish and Wildlife Service

19b. Second Subdivision
Region 2

19c. Third Subdivision _____

19d. Fourth Subdivision _____

19e. Fifth Subdivision _____

18 Employee Review: This is an accurate description of the major duties and responsibilities of my position. _____
Signature of Employee (optional) _____

20 Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge _____
that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

20a. Typed Name and Title of Immediate Supervisor _____
Signature _____ Date _____

20b. Typed Name and Title of Higher Level Supervisor or Manager (optional) _____
Signature _____ Date _____

21 Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5 U.S. Code in conformity with standards published by the Civil Service Commission or, if no published standards apply, directly consistently with the most applicable published standards. _____
Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the Commission.

22 Standards Used in Classifying/Grading Position
**Standard Position Description R3-116
Position Classification Standard, GS-817
TS-2, dated 10/70**

21a. Typed Name and Title of Official Taking Action
**Lonnie B. Schires
Classification Officer**

21b. Signature _____ Date *11/29/67*

23 Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24 Remarks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

Introduction

Incumbent is a surveying technician for a surveying crew, Region 3, U.S. Fish and Wildlife Service. Duties include:

A. Major Duties:

- Performs basic tasks involved in surveying assignments to assist a higher grade employee, such as: makes simple measurements of land areas requiring the use of simple hand instruments or electronic equipment, sets up electronic equipment, etc.
- Researches courthouse records and interviews landowners to obtain boundary and ownership information.
- Records material requiring concentration and specialized skill due to number and variety of arithmetic manipulations to be performed on material, or because of speed with which successive readings are called.
- Makes elementary computations with the use of a calculator or computer; checks computations of higher grade employees for transposition of figures.
- Makes rough draft of survey area from field notes; reports on survey findings.
- Files survey material
- Maintains up-to-date index of survey lines.

B. Factors:

1. Knowledge Required by the Position

- Knowledge of measuring devices and procedures related to survey work to perform complex sequences of standardized tasks when assisting a higher grade employee on surveying assignments, such as setting up equipment, taking measurements, etc.
- Skill in mathematics to perform elementary computations.
- Specialized skill in record keeping to perform assignments involving a variety of arithmetic manipulations of data or requiring speed in recording.
- Skill in verbal and written communication to interview landowners and to write reports requiring a minimum of review and editing.

- Ability to learn complex procedures and techniques and follow instructions in order to benefit from training provided.
- Skill in operation of motorized vehicles.

2. Supervisory Controls

Routine assignments are made in terms of scope and objectives and without specific instructions as to work methods, if standard work methods can be used. Explicit instructions are provided for new assignments, or for assignments involving nonstandard work methods. Incumbent independently resolves technical problems of the type previously encountered. Explicit instructions are provided for solving technical problems involving unfamiliar conditions, methods or concepts. Completed work is reviewed on a spot-check basis; nonroutine assignments are reviewed in process.

3. Guidelines

Detailed and directly applicable guidelines are available in the form of verbal and written instructions from a higher grade employee, surveying texts and handbooks, etc. Incumbent uses some judgement to select appropriate guidelines from available sources.

4. Complexity

Work consists of a variety of standardized procedures involved in land surveying such as setting up survey equipment, making simple measurements with the use of hand or electronic instruments, and recording survey data. Incumbent must consider the terrain and requirements of the survey when taking measurements. Specialized skill and knowledge of survey methods and procedures are required in recording of data. Assignments may be complex, but require application of standard methods and procedures only.

5. Scope and Effect

The purpose of the work is to assist in completion of maps and surveys required by the Service for the purpose of land acquisition, development, management and disposal. Incumbent's work contributes to the overall efficiency of the surveys performed and supports the activities of the realty unit.

6. Personal Contacts

Contacts are with co-workers, landowners, county surveyors, other county employees, and refuge personnel.

7. Purpose of Contacts

Contacts are for the purpose of receiving assignments and instructions, and exchanging factual information involved in the survey assignment.

8. Physical Requirements

The work requires physical exertion such as carrying heavy surveying instruments while walking considerable distances over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, climbing or similar activities. Work requires average agility and dexterity.

9. Work Environment

The work requires both office and outdoor work. Temperatures and weather extremes may be encountered in the performance of outdoor work. Incumbent must conduct duties in a safe and orderly manner so as not to injure self, fellow workers, or property with which entrusted.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class _____ and _____.