

**PLEASE POST FOR ALL APPLICANTS TO READ  
MACON-BIBB COUNTY GOVERNMENT**

**POST DATES: 1/28/2016 until Filled**

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE: Instrument Technician**

**JOB CLASS (GRADE): 6**

**HOURLY RATE: \$13.66**

**WORK WEEK: Monday - Friday**

**WORK HOURS: 8:00 AM - 5:00 PM**

**DEPARTMENT: Engineering**

**DEPT. HEAD: David Fortson**

**(X) REPLACEMENT**

**() NEW REQUIREMENT**

**SUMMARY:**

The Instrument Technician performs a variety of topographical surveys for the Engineering Department.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Operates all survey instruments during roadway, property, and topographic surveys.
2. Places stakes, flags, and hubs as survey markers and measurement tools.
3. Maintains field notes for all surveys conducted.
4. Clears brush, trees, and limbs from survey areas as needed.
5. Researches property deeds and plats as needed.
6. Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Instrument Technician must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the principles and practices of land surveying.
- Knowledge of basic engineering design.
- Skill in drafting and design and the related equipment and software.
- Skill in performing mathematical calculations.
- Skill in the use of surveying and measurement tools and equipment.
- Skill in operating various hand and power tools.
- Skill in reading and interpreting engineering drawings.
- Skill in oral and written communication.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Instrument Technician should possess, at a minimum, a High School Diploma or GED, with some specialized training in surveying; three (3) to five (5) years of experience in surveying; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must possess a valid Georgia Driver's License.

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

**TRAVEL:**

The Instrument Technician will be required to travel to project sites throughout Macon-Bibb County as necessary.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires sitting, standing, bending, stooping, crouching, climbing and lifting light objects, and occasionally lifting heavy objects.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is

both indoors and outdoors with frequent exposure to noise, dirt, dust, grease, machinery with moving parts, and inclement weather.

- Work may be performed under heavy traffic conditions.
- May require the use of protective devices.
- Required to work beyond normal hours during inclement weather or other emergency.

Please complete the General Application on our website, [www.maconbibb.us](http://www.maconbibb.us) or pick up an application at our office located at 682 Cherry Street, 4<sup>th</sup> floor, Macon, Georgia. Submit with resume, educational history and two letters of Professional Recommendation.

We are an Equal Opportunity Employer