

RICHLAND COUNTY, SOUTH CAROLINA
CLASS DESCRIPTION
2007

CLASS TITLE: SURVEY ASSOCIATE
ENGINEERING DIVISION / PUBLIC WORKS DEPARTMENT

GENERAL DESCRIPTION OF CLASS

The purpose of the class is responsible for operating the surveying instruments during the activities of the survey crew while performing various surveying tasks that support the operations of the Public Works department. Surveys to perform include topographic surveys, locate and mark right-of-way or easements and perform construction staking or as built surveys of in-house constructions. Key programs closely associated with and needing surveying includes drainage improvement, pavement management and community development. This position is under the supervision and direction of the Survey Crew Chief.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Operates and maintains the surveying instruments.
- Performs accurate note taking and data collection for surveys, layouts and other related activities as directed by supervisor.
- Performs some research survey evidence, maps, deed, physical evidence and other records to obtain data needed for surveys as directed by the supervisor.
- Communicates with immediate supervisor, division heads and other customers to exchange information concerning survey projects.
- Assist in the preparation of plats, maps, reports or other forms of media to effectively relay or present necessary information. (AutoCad)
- Review and recommend the purchase of equipment and materials necessary to accurately and efficiently perform job duties.
- Receives and responds to inquiries, complaints and requests for assistance in areas of responsibility.
- Performs general clerical work as required, including but not limited to preparing records and reports, attending meetings, entering and retrieving computer data, copying and filing documents, etc.
- Attends meetings, training, seminars, etc., as required to enhance job knowledge and skills.

CLASS TITLE: SURVEY ASSOCIATE

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT:

Requires giving information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment; may service office machines, including adding paper and changing toner.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing skilled work involving rules/systems with almost constant problem-solving.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

LANGUAGE REQUIREMENTS:

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

MENTAL REQUIREMENTS:

Requires doing clerical, manual or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in surveying or a closely related field.

High School Diploma and 2 to 3 years of experience or an Associates Degree in a related field and 1 year of experience.

CLASS TITLE: SURVEY ASSOCIATE

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license.

EXPERIENCE REQUIREMENTS:

Requires over two years and up to and including four years.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium work that involves walking, standing, stooping, stretching or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, traversing uneven terrain, etc., during survey work.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing and speaking ability, color perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

Richland County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

RICHLAND COUNTY BENEFITS

1. Employer Provided Group Health Insurance

Current Provider: Carolina Care Plan (CCP). Benefits include up to 100% coverage when using participating providers after a copay. Small co-payments, large statewide network of participating doctors, pharmacies and hospitals, no paper claims processing and local assistance. County currently pays 100% of employee coverage and approximately 70% of the total cost for employees and dependents.

2. Employer Provided Group Dental Insurance

Current Provider: MetLife Dental Insurance. 100% coverage on allowable charges for examinations, cleanings and x-rays, etc. \$75 deductible on fillings, extractions and gum surgery and cleanings; payable at 80% of allowable charges. 50% coverage on allowable charges for crowns, bridges, etc., after satisfying \$75 deductible. County currently pays 100% of employee coverage.

3. Employer Provided Group Life Insurance

Current Provider: MetLife Insurance Company. \$32,000 life insurance policy; double indemnity if death is accidental.

4. Optional Life Insurance

Current Provider: MetLife Insurance Company. Employees may purchase 1x, 2x, or 3x annual salary up to a maximum of \$300,000.

5. Optional Dependent Life Insurance

Current Provider: MetLife Insurance Company. Dependent Life Insurance available for a very small monthly fee paid by employee. \$5,000 for spouse and \$2,500 for eligible dependent children over six months old, \$100 for eligible dependent children less than six months old.

6. South Carolina State Retirement (SCRS) Membership

Regular and Police Retirement membership is available to eligible employees. The County contributes a percentage of your gross pay into the system. The County purchases life insurance through the SCRS equal to one year's annual salary after employed and a member of the SCRS for one year.

7. South Carolina Deferred Compensation Program

Employees can make pre-tax deductions to the 401K or 457 plans. These plans are a voluntary tax sheltered supplemental retirement program managed by State of South Carolina. Through the convenience of payroll deduction, you realize a tax deferral each pay period and your deposits accumulate tax deferred. Options include 457 and 401(k) plans. There is no matching of funds.

8. Retirement Insurance Package

As long as you meet the eligibility requirements you will be eligible to participate with Richland County's retiree insurance program at the time you choose to retire. Retirees currently have the same 100% County-paid health insurance coverage and benefits as all regular full time employees. Dependent and Life Insurance coverage are available up to age 65 and then ceases when you turn age 65 and you can even purchase the dental plan if you would like.

9. Sick Leave Accruals - 12 days per year

Each eligible employee accrues 12 days of paid sick leave per year, to be used in the event of a personal or family illness. This leave is considered a privilege, not a right. You may carry over from one year to the next, a maximum amount of 90 days of sick leave.

10. Vacation Leave Accruals - 10 days per year

Each eligible new employee accrues 10 paid vacation days each year. They may be used at the discretion of the employee with the approval of your department head. An employee may carry over from one year to the next no more than 45 days of annual leave. After an employee has completed ten continuous years of employment, the employee will start to accrue 15 days of paid vacation. After completing twenty years of continuous employment an employee will accrue 20 days of paid vacation leave.

11. Eleven Paid Holidays

Each year eligible employees are entitled to 11 paid holidays.

12. Longevity Pay Program

After completing five (5), ten (10) and fifteen (15) years of continuous County service, you are entitled to a one-time longevity supplement payment at 1%, 2% and 3%, respectively of your gross annual salary.

13. Job Related Training Program/Opportunities

Job related training programs and seminars are offered on a regular basis to provide for additional training in various areas throughout the County. "Richland County University" (RCU) is a recent addition to our training program targeted at directors, supervisors and all employees for a year-round opportunity to increase your knowledge in areas of your choice. Some of our training programs are approved to correlate with pay increases.

14. Tuition Assistance Program (TAP)

The County provides a Tuition Assistance Program to encourage employees who qualify and are approved to participate in job-related educational activities.

15. Promotional Job Opportunities

Job vacancy listings are posted regularly and sent to each department as well as displayed in the Human Resources Office, listed on the 24-hour job vacancy telephone line (803) 748-4832, and can be found at www.richlandonline.com, as well as on our local cable channel 2 television station. You may also check job postings at the South Carolina Employment Commission office on Taylor Street.

16. Pre-Tax 125 Plan (Premium Conversion, Medical Reimbursement, and Dependent Day Care Reimbursement)

Richland County offers a cafeteria plan which consists of the opportunity to pre-tax an employee's eligible insurance premiums, as well as participating with dependent care reimbursement and medical reimbursement, all of which are valuable tax-saving methods available to all eligible employees. Our newest feature of this program is a debit card that allows expenses to be charged to the card rather than having the employee pay for the expenses out-of-pocket and wait on reimbursements.

17. Automatic (Paycheck) Deposit

Richland County will automatically deposit your paycheck into your checking and/or savings account. This is mandatory and there is no option you must participate in direct deposit.

18. Anti-Harassment Policy

The County shall not knowingly tolerate any conduct or communication of a sexual nature which adversely affects a person's terms or conditions of employment with Richland County. It is the policy of the County to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs and harassment of any type.

19. Employee Protection Line

You are able to report workplace wrongdoing to a toll-free telephone service. Reports can be made anonymously.

20. US Savings Bonds

"Invest Today...Enjoy Tomorrow" Through the convenience of payroll deduction you can purchase Series EE Bonds. They are a safe way to save for the future, easy to purchase and have tax advantages for you.

21. Drug-Free Workplace

Richland County is a Drug Free Workplace, and it is Richland County's intent and obligation to provide a drug-free, healthful, safe and secure work environment.

22. Advanced Sick Leave Policy

You can apply to the program and be approved for up to 24 days of paid sick leave after you have exhausted your own accruals for sick leave emergencies. You must not be on probation in order to apply for these days. These requests must be approved and days must be paid back and will be charged to your sick leave accrual account.

23. Voluntary Leave Pool Program

A program developed for employees or their immediate family members who have suffered some type of personal health crisis. To receive benefits under this program, employees must apply to the program and be approved. Approved employees are allowed to take the time off necessary to care for themselves, or loved ones, and continue to receive a paycheck after their own personal leave has been exhausted.

24. All South Federal Credit Union

Through the convenience of payroll deduction, All South Federal Credit Union is a full service financial center. From savings to checking to loans, the Credit Union has it all. A Credit Union branch office is located in the County Administration building and several sites in Columbia.

25. Employee Grievance Process

Richland County has an Employee Grievance Committee made up of County employees from several departments. You have the right to file a grievance if you feel you have been treated unfairly. You have the right to appear before the grievance committee and present your side of the issue. The Committee will listen to both sides (yours and your department head's) and make a recommendation to the County Administrator who in turn makes a recommendation and forwards to County Council. County Council has the final decision. The County encourages you to try and resolve the issue by following your chain-of-command and speaking with your department head before filing a formal grievance.

26. Wellness Program

Rich Health, Richland County's wellness program, designed to help support a healthier environment, at home and at work. The County's wellness committee works to provide awareness programs, information and activities related to wellness and health.

27. Unemployment Insurance

If you lose your job through no fault of your own, you may be eligible to receive unemployment benefits.

28. Optional Supplemental Insurance Policies (i.e., Short-Term Disability, Life, Cancer, Accident and Sickness, etc.)

Payroll deduction for a variety of supplemental insurance products. You pick and choose and the County automatically will payroll deduct your premium payment and mail it to the applicable insurance company! What could be easier?

29. Work Life Options

Some County departments are able to allow employees to take advantage of work-life options including flexible scheduling and telecommuting.

30. Worker's Compensation Insurance

Injuries which are the direct result of a job-related accident, disease or condition are covered under Worker's Compensation. Richland County pays for this coverage; there is no cost to the employee. Approved medical bills are paid with no deductible or co-payment for the employee. There may also be lost wage benefits.

31. Cafeteria

At our 2020 Hampton Street location, employees can enjoy an on-site cafeteria.

Drug Free Workplace Policy

All employees of the County are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as, but not limited to: marijuana, cocaine, LSD, heroin, etc.) and prescription drugs which are not prescribed for the employee's own use. This prohibition applies to use at any time, both on the job and off the job. County employees are permitted to possess or lawfully deliver any controlled substance and/or alcohol only when required by their County jobs.

Similarly, employees are prohibited from reporting to work, using or being anywhere on County property while under the influence of alcohol, illegal drugs or controlled substances. For purposes of this policy, "under the influence" means having any detectable amount of any such substance in the employee's system.

The County requires all employees to submit to pre-employment drug testing. The County also requires employees in certain positions to submit to random drug testing as a condition of employment. The County conducts post-accident testing. The County may also test employees for drug or alcohol use in violation of this policy any time the County has reasonable suspicion of a violation of the policy.

As a condition of employment, employees agree to notify the County promptly (but no longer than five calendar days) after any criminal conviction for the workplace manufacture, distribution, dispensation, possession or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. As required by the state and federal Drug Free Workplace Acts, the County must notify all state and federal grantors/contracting agencies of such employee convictions. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest or a plea of guilty.

The County may notify law enforcement authorities whenever illegal drugs are found in the workplace.