

Class Code: 273
City of Anaheim
Class Specification

Classification
SURVEY ASSISTANT - INSTRUMENT

Definition:

Under moderate supervision, performs a variety of field survey duties and sets up, adjusts and reads surveying instruments.

Typical Duties:

Operates theodolite, electronic distance measuring devices, levels and various other surveying instruments.

Measures vertical and horizontal angles, slopes and distances.

Calculates curves and points of reverse curve.

Establishes and resets bench marks.

Reads instruments and calculates areas, distances and elevations.

Maintains survey notes and records.

Cleans, maintains and adjusts all surveying equipment.

Assists in training new employees.

May be required to oversee the operation of a survey crew on routine assignments.

May perform inspections on routine public works construction projects.

Answers questions and provides information to the public concerning engineering activities.

May perform basic drafting assignments.

Performs other job related duties as required.

Minimum Requirements:

Experience: Equivalent to some field survey work .

Knowledge of: Terminology, methods, practices and techniques of surveying; trigonometry as applied to the computation of angles, areas, distances and traverses; elementary surveying techniques and practices; engineering maps and records; modern computerized survey equipment, personal computer, and programmable calculator; City engineering policies and procedures; construction, design, survey and land use regulations and ordinances.

Skill in: Reading figures quickly and accurately and making mathematical calculations; understanding and following oral and written instructions and sketches; using and caring for drafting, surveying, and mechanical instruments and tools; making complex engineering and field survey computations; and establishing effective relationships with those contacted in the course of work.

Note: Positions in this classification perform at the journey level of the surveying job series. They include employees who have substantial and directly related survey experience, including the operation of surveying instruments. They perform the full range of duties assigned to the position, with only guidance, instruction or assistance, frequently in the absence of a supervisor. Work is normally reviewed only upon completion and for overall results.

Physical Requirements: Ability to stand, walk, climb, and stoop when conducting field surveys; lift up to 50 pounds and work safely in a heavy traffic intersection.

License and/or Certification Required: Possession of or ability to obtain a valid California Driver's License by date of appointment.

Supervision Received: Works under technical supervision of Survey Party Chief who outlines goals and methods and continually reviews work in progress and completed work.

Career Ladder Information: Experience in this class may serve to meet minimum requirements for promotion to Survey Party Chief.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

10/1/85 - Revised R. Andersen & Assoc.
9/90 - Revised - P. Saldivar/C. Harris
Unit of Representation - AMEA General
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