

Code: 2478

Title: SURVEYOR ASSISTANT

SUMMARY: This classification provides paraprofessional technical survey support to other survey staff members for both office and field survey activities, which can include lead duties associated with specific projects. It is distinguished from Survey Party Chief by its pre-registration office responsibilities to review and prepare material that will be sealed/certified by a Registered Land Surveyor.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Prepares a variety of scaled, detailed survey drawings, reports or legal descriptions from manual and electronic records (e.g., sketches, field notes, computations, databases, electronic field data, etc.);
Leads staff or works independently in the review of survey problems relative to surveying standards and the surveying of construction sites for roads, bridges and other structures;
Retrieves recorded and unrecorded survey data from various sources, compiles research data, and may perform field reconnaissance, to develop reports for senior staff use in the development of most effective means of conducting field surveys;
Compiles and provides research data to field crews for use in completing field surveys;
Assists survey office staff members in the design and implementation of complex horizontal and vertical control networks, photogrammetric surveys and other related survey projects;
Assists in the interpretation of legal descriptions, subdivision plats, Records of Survey, maps, construction plans and other survey information to facilitate survey projects;
Performs post-processing of Global Position Systems (GPS) information, to include the downloading and processing of data from electronic field equipment (e.g., Real Time Kinetic - RTK, total stations and digital level files);
Assists in conducting complex or sensitive land survey tasks to resolve difficult technical problems, independently or in concert with other technical and professional staff;
Maintains appropriate security and confidentiality of information encountered or created in the course of assigned duties;
Exercises lead responsibilities over assigned staff on assigned projects;
Participates in the training of other survey staff in office, field and technical processes and procedures;
May exercise full supervisory functions for assigned staff (e.g., assign work, evaluate performance, initiate disciplinary actions, etc.).

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods, techniques and instrumentation used in land surveying;
- principles and practices of relevant physical sciences, to include mathematics;
- Terminology relevant to the practice of land surveying;
- survey techniques and processes for a wide variety of survey projects, e.g., cross-sections, profiles, topographic, photogrammetric, boundary, GPS, construction lay-outs, etc.;
- principles and techniques of staff supervision, training and evaluation;
- relevant codes, ordinances, rules, regulations and standards appropriate to assigned duties;
- applications of computer-based resources to document activity, create/maintain databases, generate reports, process electronic data.

Skill in:

- applying land surveying and civil engineering principles, practices and techniques to complex technical survey problems;
- interpreting and using data from diverse sources in completing processes and projects;
- researching, interpreting and applying applicable technical, procedural and industry standards to assigned projects;
- the use of computers and computer-based resources to accomplish assigned work;

- use of electronic field survey equipment;
- communicating effectively, both orally and in writing;
- training staff in processes, procedures and technical topics;
- assigning work to, evaluating performance and leading/supervising assigned staff.

MINIMUM QUALIFICATIONS: EITHER:

(1) Four years of experience in surveying, which included the use of electronic survey instruments, and one year of lead or supervisory experience (which may be concurrent with required surveying experience.)

OR:

(2) Two years of experience with Pima County as a Survey Aide.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License is required at the time of appointment and must be maintained as a condition of employment; failure to maintain the license may be grounds for termination.

Physical/Sensory Requirements: All positions require the ability to work outdoors in extremes of heat, cold and inclement weather, with exposure to dust, dirt, wind, construction activities and materials, and to traverse rough terrain on foot. All positions may encounter harmful/poisonous wildlife and plant materials.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

10/02/05^(fn)

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