



## City of Irving Job Description

### Survey Crew Assistant

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	CIP
<b>Job Code:</b>	34772	<b>Reports To (Job Title):</b>	Professional Land Surveyor

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#### **PURPOSE**

To assist with a variety of survey field work in support of engineering design activities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Act as instrument operator or rod/chain person involved in a variety of survey work.
- Set horizontal and vertical survey control.
- Operate data collector to obtain raw field data.
- Prepare and participate in a variety of topographic survey projects.
- Track and maintain survey supplies and equipment.
- Inspect drainage or field problems and conditions in order to perform required surveys.
- Maintain City GPS system to advise crews and contractors.
- Help decide the best survey method for each project.
- Locate property boundary monuments.
- Perform a variety of duties including researching, preparing field notes, and compiling records.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Assist in the preparation and verification of field survey mathematical calculations.
- Assist in clearing the area or site where survey activities are scheduled.
- Answer questions, providing the public information concerning engineering and surveying activities.
- Follow survey vehicle maintenance program set by Fleet Services.
- Clean and organize survey vehicle.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

None

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of the 12th grade of high school.

### **EXPERIENCE**

- One (1) year of work experience with GPS system and survey equipment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid, state-issued driver's license, or ability to obtain upon hire, is required.

### **KNOWLEDGE OF**

- Technical Methods: Principles of surveying, design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Computers and Electronics: Various types of surveying hardware, computer hardware and computer software.
- Intermediate Mathematics: Basic mathematical concepts, including algebra and geometry, as well as more advanced concepts, such as trigonometry, that are related to surveying.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying extreme attention to detail in dealing with numbers, words, and ideas.
- Information Gathering: Knowing how to find information, and identifying essential information.
- Mechanical/Technical: Operating highly-complex computer equipment, including computer-driven communications and mapping systems.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Responsive Engagement: Actively listening and effectively communicating orally surveying issues to a variety of people ranging from the general public to construction contractors to professional technical personnel.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Judgment and Decision Making: Weighing the relative cost / benefit of a potential action.

## **GUIDANCE RECEIVED**

### **Detailed Instructions and Standardized Procedures**

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

## **CONTACTS**

Internally, this position interacts with departments such as Capital Improvements Program (CIP), Water Utilities, Traffic, Parks & Recreation, and Planning & Zoning.

Externally, it engages with many contacts, which include the Dallas County Clerk, railroads, private developers, engineering design firms, and residents.

## **EQUIPMENT AND PROPERTY**

This position utilizes survey equipment, personal computer, copier, cell phone and an automobile.

## **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.\*

The employee is constantly required to drive a vehicle, grasp, lift up to 50 pounds, kneel, listen, push or pull, reach, see, stand, and stoop. Frequently, s/he is required to lift up to 100 pounds. Occasionally, s/he is required to climb. Also, s/he may be required to smell.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally may encounter extreme vibrations, blood-borne pathogens, confining work spaces, dirty environment, electrical hazards, toxic or caustic materials, extreme temperature or weather conditions, air contamination, noise, and/or traffic hazards. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.