



City of Irving Job Description

Survey Crew Assistant

FLSA Status:	Non-Exempt	Job Department:	CIP
Job Code:	K772	Reports To (Job Title):	Professional Land Surveyor

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.