



County of El Dorado

JCN# 4115

June 1990

Revised July 2000

Revised June 2004

ASSISTANT IN LAND SURVEYING

DEFINITION

Under general supervision, performs professional field and office surveying work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide technical and functional direction to lower-level staff.

DISTINGUISHING-CLASS CHARACTERISTICS

This is the paraprofessional working level in the survey series. -Incumbents perform field and office survey work related to highway, bridge, and drainage facility design, construction, and maintenance or the review of Record of Survey, subdivision maps, and other County maps under the direction of the Associate Land Surveyor.— The class is distinguished from Associate Land Surveyor, which is the supervisory level, responsible for supervising and coordinating all day-to-day surveying activities.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans the details for specific survey projects; acts as party chief or assists the party chief in a variety of surveys, including topographic, boundary and aerial control surveys and construction staking.
- Checks measurements, readings and recorded data for completeness and accuracy.
- Performs the more complex field computations such as computing closures, adjustments, etc.
- Records and submits field notes on the type of survey, information required, and procedures and equipment used; prepares field books, profiles and other drawings from field notes and makes necessary computations; prepares and enters data into computer.
- Uses levels, total stations, data collectors and related survey equipment.
- Researches maps, deeds, files and plans to obtain information; analyzes survey data and correlates with official records; prepares legal descriptions for right-of-way and easements for review and approval.
- Prepares and/or checks a wide variety of land, topographic and right-of-way maps.
- Prepares and maintains records and reports of survey work, including instrument readings, landmarks, reference points, land descriptions, sketches, computations and construction data; prepares periodic and special reports.
- Locates and identifies monuments, benchmarks, property markers and other reference points for survey control.
- Consults with contractors, property owners, private sector surveyors, County staff and outside organizations to provide information and resolve problems.
- Assists in developing and implementing computer applications related to survey work.
- Reviews Records of Survey, Parcel Maps, Subdivision Maps and other survey documents for technical correctness.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic supervisory principles and practices.
- Surveying principles, practices and equipment applying to property and construction staking, and topographic, geodetic and photogrammetric surveying.
- Surveying principles and practices as related to land surveying and the review and preparation of parcel and subdivision maps.
- Safety practices pertaining to field survey work.
- Mathematics, including plane trigonometry as applied to land surveying.
- Use, adjustment and preventive maintenance of common surveying instruments.
- State Codes, and local ordinances and guidelines governing the work.
- Legal descriptions of real property.
- Methods and techniques of title searching and determining title ownership.
- Computer applications relating to surveying work.

Skill in Ability to:

- Planning, assigning, supervising, reviewing and evaluating the work of others.
- Training other in work procedures.
- Operating, adjusting and maintaining survey instruments.
- Making accurate field observations, reviewing data and resolving discrepancies.
- Preparing and maintaining accurate and concise field notes, records, reports and sketches.
- Analyzing complex field surveying problems, evaluating alternatives and reaching sound conclusions.
- Reading and interpreting complex maps, construction drawings and property descriptions.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

Other Requirements:

~~Must possess a valid driver's license. Must be willing to work out of doors under a variety of climatic and topographic conditions. Must regularly lift and carry survey equipment weighing up to forty pounds. Must possess a valid California registration as a Land Surveyor in Training.~~

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Three (3) years of experience in field ~~and~~ office surveying, or any combination of both, plus mathematics coursework through trigonometry; and possession of a valid California registration as a Land Surveyor-in-Training

OR

Five (5) years of experience in field or office surveying, or any combination of both, plus mathematics coursework through trigonometry.

OR

Possession of a Journeyman Party Chief certificate from an accredited union

~~Note: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must regularly lift and carry survey equipment weighing up to forty pounds.

ENVIRONMENTAL CONDITIONS

Some assignments may be required to work out-of-doors under a variety of climatic and topographic conditions.