

City of Dallas
Classification Specification

Title:	Surveyor Assistant	Class Code:	02203
Application:	Career Series	Pay Grade:	D
Supplemental/Code:	Technical/3	Established:	10/01/94
FLSA:	Non-exempt	Revised:	10/01/14

Position Purpose:

As a surveyor assistant, operates various survey instruments and takes measurements to ensure that land, construction, water, and drainage surveys are completed in an accurate and timely manner.

Essential Functions:

1. Operates a variety of electronic and manual survey instruments to gather data and ensure that surveys are completed efficiently.
2. Measures angles and distances to calculate depths and dimensions of structures to accurately complete surveys.
3. Reads maps and plans to gather relevant data to be included in land surveys.
4. Checks and verifies field notes with survey crew chief and assists crew chief with calculations and sketches to ensure the accuracy of survey data.
5. Makes as-built measurements to complete accurate surveys.
6. Locates underground utilities by using probe and/or pipe and cable locator.
7. Sets points in the form of hubs, stakes, spikes, and rods.

Depending on Assignment:

8. Maintains, cleans, and secures survey equipment to ensure proper care.
9. Enters data collected into the data base or geographic information system.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Working knowledge of survey terminology and chaining procedures.

Working knowledge of survey equipment, bearings, angles, maps, and grades.

Working knowledge of operation of electronic data collectors, total stations, global positioning instruments, theodolites, level instruments, and pipe and cable locators.

Working knowledge of surveying math including geometry, trigonometry, and algebra.

Ability to accurately measure distances.

Ability to read maps and plans.

Ability to use a variety of hand tools.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Working Conditions and Hazards:

Exposed to adverse weather conditions.

Exposed to poisonous plants, snakes, insects, thorns, etc., when working in undeveloped areas.

Extensive walking and standing.

Work conducted on all types of terrain.

Lifts equipment which weighs up to 50 pounds.

Subject to traffic hazards when working in streets or on street shoulders.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.