

<b>Position Code: 2460</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Code: 3</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide assistance with conducting surveys and support for the engineering survey party in assigned area. The class is responsible for locating areas to be surveyed, performing measuring procedures, and operating various survey instruments. The class works according to set procedures under direct supervision.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Locates survey areas according to requirements using topographic, cross-section, and other engineering and land survey methods.</li> <li>• Carries out measuring procedures such as pulling survey chains, measuring distances, and setting stakes.</li> <li>• Operates various survey instruments such as levels, transits, and right angle mirrors.</li> <li>• Clears brush and other obstruction that may disrupt survey operations.</li> <li>• Provides administrative support for the engineering survey party by looking up property boundaries and performing calculations.</li> <li>• Performs related tasks as necessary such as cleaning and adjusting surveying instruments.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Copies, transcribes, enters, or posts data or information.
<b>Interpersonal/People Involvement</b>	Speaks or signals to people to convey or exchange information.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas; basic geometry involving plane and solid figures; circumferences, areas, and volumes; computes discounts and interest rates; computes ratios, rates, and percents.
<b>Language Requirements</b>	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports, speaks routine sentences using proper grammar.
<b>Mental Requirements</b>	Performs clerical, manual, or technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Guides others making a few decisions, affecting the individual and a few coworkers.

<b>EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS</b>	
<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

<b>AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS</b>	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	
<i>This is a class specification and not an individual position description. A class specification defines the general</i>	

City of Chesapeake

Class Title: Survey Party Aide

*character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*