City of Chesapeake	Class Title: Survey Party Technician

Position Code: 2470	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide technical assistance and support for the engineering survey party in assigned area. The class is responsible for collecting and summarizing survey data, preparing drawings and profiles, and conducting surveys. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Collects and summarizes survey data in order to prepare drawings.
- Documents and records information electronically and plots survey notes to scale in field books.
- Prepares drawings and profiles of areas to be surveyed.
- Computes various data including curve data and coordinates.
- Conducts on-site topographic, land, property line, and other surveys and assigns construction grades.
- Operates and maintains survey instruments such as levels, transits, and right angle mirrors.
- Provides administrative support for the engineering survey party by looking up property boundaries.
- Performs related tasks as necessary such as supervising and training subordinate staff and maintaining surveying instruments.
- Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Computes or performs arithmetic operations using data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	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.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

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

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

This is a class specification and not an individual position description. A class specification defines the general 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.