SARASOTA COUNTY GOVERNMENT
CLASS SPECIFICATION

CLASS TITLE: SURVEY ASSISTANT II

CLASS CODE: 34663
EEO Code: 03
FLSA: Non-Exempt
W/C Code: 8601
Pay Grades: 1108

MAJOR FUNCTION(S)

Performs manual, semi-skilled work assisting an engineering survey party in land surveying activities in the field. Assists in the surveying of drainage, locates and establishes permanent survey monumentation of land and water, sets and resets survey control points, establishes benchmark evaluations, locates easements, and reads drainage and topographic maps. Work involves responsibility for operating technical surveying instruments as required to perform land surveys in the field with speed and accuracy. Involves performing routine office work in conjunction with normal surveying activities

TYPE OF DUTIES

- Prepares vehicle for work; loads and off-loads materials, supplies, or equipment. Ensures survey instruments and accessories are on the truck prior to departing to and from the job sites. Maintains the protection and safety of the instruments while in operation or being transported. Performs cleaning and minor mechanical adjustment on the instruments. Recovers and loads instruments and accessories upon completion of the work.
- Clears brush and other obstructions using axe, machete, brush hook and shovel.
- Digs holes to expose water or sewer mains.
- Locates and digs for survey monuments and benchmarks; sets and locates monumentation markers; sets and establishes benchmark elevations; sets permanent benchmarks in concrete or by other means.
- Sets up, adjusts and operates distance measuring equipment including a transit or theodolite to measure angles of surface features. Operates surveying instruments: GPS equipment, transit and level, plumb bob, prism pole, digital level, sight rod. Uses hand-held data collector.
- Reads elevations, angles and distances.
- Records and maintains clear and concise field notes showing lines, angles, distances, chords, traverses, elevations, and quantities; checks plat books; performs computations.
- May prepare preliminary or additional survey work explanatory sketches as a guide for draftsmen and engineering designers
- Performs a variety of office tasks including preparation of project packages for field crews, preliminary review of survey calculations, release of technical data to the public, downloading electronic files, converting files, and data searches on computer.
- Operates county vehicle as required.
- May act as survey party chief for short intermittent periods, directing other crewmembers in job tasks

JOB BASED COMPETENCIES (Specific for position)

- Knowledge of general construction principles and practices
- Knowledge of the techniques and practices of land surveying
- Knowledge of the use and adjustment of surveying instruments, GPS equipment, hand-held data collectors, and other equipment used in tasks as required by the job.
- Knowledge of land survey nomenclature and symbols.
- Skill in the use and care of engineering survey instruments and tools.
- Ability to perform precise survey work, read instruments and gauges, make engineering computations, and reduce field notes.
- Ability to perform bathymetric and global positioning surveys.
- Ability to perform basic mathematical computations.
- Ability to maintain files and records in an orderly manner; ability to maintain accurate records and reports.
- Ability to ascertain priorities and meet deadlines and objectives.
- Good written and oral communication skills; ability to follow written and oral instructions.
- Ability to perform manual labor, sometimes under unfavorable weather conditions.
- Ability to establish and maintain effective working relationships.
- Ability to operate a motor vehicle.

MINIMUM QUALIFICATIONS

A High School Diploma or equivalent and two years of experience in the use of survey instruments. Possession of a valid Florida Driver License.

APPROVED BY **DATE**

2/27/19

Chris Louria, Chief Human Resources Officer

History: 1/20/1991, 11/26/2012