

NEW CASTLE COUNTY GOVERNMENT

Number 0628


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Date 11/01/03

CLASS SPECIFICATION

Title: SURVEYOR ASSISTANT

Approved:



GENERAL STATEMENT OF DUTIES: Serves as a Surveyor Assistant in a field survey party; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class applies elementary engineering principles and techniques in performing field surveys. Tasks must be performed with skill and accuracy as survey data is used by professional engineers as a basis for the development of plans and specifications. Specific instructions are received when duties are initially assumed or new tasks are undertaken. A Surveyor Assistant is expected to perform recurring tasks independently and is supervised only on difficult or unusual problems. Work is closely checked upon completion by a designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Cuts brush and small trees to clear the line for instrument sighting and measures distances;
- Marks stakes to indicate proper stationing, line, and grade;
- Drives stakes with maul;
- Holds chain in establishing accurate distances along the survey center line or property surveys and reference points;
- Selects points at which chain is to be broken to assure accurate measurements;
- Holds rod for level and transit sights and readings;
- Assists in taking cross sections and obtains distances from center line of survey to breaks;
- Selects turning points along the survey;
- Selects breaks in ground to be measured for cross section data;
- Carries equipment as necessary;
- May perform local sewer surveys and/or investigations of stormwater, sewer flooding, and drainage in inclement weather;
- Maintains survey party equipment;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

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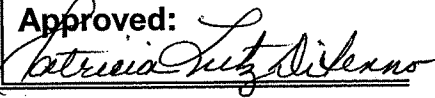
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Date 11/01/03

CLASS SPECIFICATION

Title: SURVEYOR ASSISTANT

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of elementary mathematics; some knowledge of or ability to readily acquire some knowledge of engineering practices and field survey techniques; ability to understand and follow oral and written directions; ability to communicate courteously and effectively, both verbally and in writing; willingness and aptitude for subprofessional engineering work; mental alertness; physical ability to work outside under adverse conditions; ability to pass a Class II County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENT: Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established:	07/01/73
Revised:	07/09/75
Revised:	05/02/88
Revised:	03/20/89
Revised:	08/14/90
Revised:	01/24/95
Revised:	10/01/99
Revised:	11/01/03