JOB DESCRIPTION
Coachella Valley Water District

TITLE: ENGINEERING AIDE II

SECTION: SURVEY

DEPARTMENT: SERVICE

SRN 21:

REPORTING RELATIONSHIP:

Reports to: Survey Party Chief

Supervises the following positions: Not applicable

DEFINITION: Under direct supervision, to perform a variety of routine, subprofessional survey duties. Performs routine office when required.

ESSENTIAL FUNCTIONS:

1. Using basic survey technique and practices, performs the following:
   a. Operates the field electronic data collection system.
   b. Sets up traffic delineation and acts as flagman.
   c. Clears brush in survey line and places survey stakes.
   d. Performs duties of head chainperson and rodperson.
   e. Sets up and operates the transit and level.

2. Cleans and maintains tools and equipment. Maintains material stock on vehicle.

3. Demonstrates basic geometry and trigonometry calculations applied to survey.

4. Works cooperatively and communicates effectively with others.

5. Adheres to District safety practices and policies.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Experience in construction and/or surveying which qualifies.

Knowledge of: -Elementary principles of mathematics including Algebra, Geometry, and trigonometry.
-Reading and interpreting construction drawings and plats.
-Basic computer operation.

Abilities: -To learn complex survey related operations such as computer programs and multi-step field processes.
-To do accurate and legible note taking and basic drafting.
PHYSICAL REQUIREMENTS:

1. Drives District vehicle to job sites, including over rough terrain. Driving: moderate.

2. Uses a two-way radio for communication.

3. Works in extreme weather conditions including heat and rain. May work in areas containing dust, fumes and exhaust.

4. Carry and operate various surveying equipment, weighing up to 35 pounds in rough terrain.

5. Wear appropriate safety equipment including hard hat and vest.

6. Stand for long periods of time.

See Human Resources for physical assessment form.

I confirm that this job description is an accurate representation of this position as of this date.

Department Head Approval_____________________ Date_______________

General Manager Approval_____________________ Date_______________

03-12-03