JOB DESCRIPTION
Coachella Valley Water District                      Date

**TITLE:** SURVEY ASSISTANT                      **SECTION:** SURVEY

**DEPARTMENT:** ENGINEERING          **SRN ???:**

**REPORTING RELATIONSHIP:**

Reports to: Chief Surveyor

Supervises the following positions: Not applicable

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

**ESSENTIAL FUNCTIONS:**

1. As a member of survey field crew, clears brush, drives stakes, holds level rod, sets and locates monuments, directs traffic; assists in measuring distances and setting points; cleans and stocks survey truck; and cleans and maintain survey equipment.

2. Reviews departmental records and collects data from well established sources in support of land surveying functions.

3. Keeps simple records and makes elementary calculations. Demonstrates basic geometry and trigonometry calculations applied to survey.

4. Prepares written documentation related to survey duties.

5. Works cooperatively and communicates effectively with others.

6. Adheres to District safety practices and policies.

7. Attends related courses and seminars.

8. Perform related duties as assigned.

**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.

**Education:** Graduation from high school or equivalent.

**Experience:** Any combination of training and experience that would meet the minimum requirements is qualifying. An example of this would be one year of land surveying experience, some college level course work in Civil Engineering-related courses, or a combination of experience and college-level coursework.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Elementary principles of mathematics, including Algebra, Geometry, and trigonometry.
- Knowledge of basic principles of Computer Aided Design and Drafting (CADD) and Geographic Information System (GIS) programs desirable.
- The knowledge to understand and be able to use surveying nomenclature and conventional symbols is desirable.
- Safe working practices.
- Basic principles of reading and interpreting construction drawings and plats.
- Basic computer operation.

Abilities:
- To learn complex survey related operations such as computer programs including GIS and CADD, and multi-step field processes.
- To do accurate and legible note taking and basic drafting.
- Perform mathematical operations of the job using high school-level mathematics including algebra, geometry, and trigonometry.
- To learn and use surveying instruments and processes and make accurate field measurements with tapes and rods.
- Learn and draw elementary surveying sketches.

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, and supplies weighing up to or greater than 50 pounds over 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_______________