JOB DESCRIPTION

Coachella Valley Water District                      Date

TITLE: SURVEY TECHNICIAN II                     SECTION: SURVEY

DEPARTMENT: ENGINEERING                        SRN ???:

REPORTING RELATIONSHIP:

Reports to: Chief Surveyor

Supervises the following positions: Not applicable

DEFINITION: This is the journey level in the Survey series. Will perform moderately difficult sub-professional field and office surveying work and performs routine office when required.

ESSENTIAL FUNCTIONS:

1. As a member of survey field crew, measures distances and bearings; performs chaining and leveling duties; keeps detailed notes; performs necessary calculations, making corrections to measurements due to environmental factors. Operates, cleans and maintains survey equipment.

2. Performs more difficult land surveying calculations; performs necessary research and calculations in orders to draft cadastral, geodetic, or topographic maps; may adjust maps to reflect demographic and other changes as required.

3. Acts as a data collector operator or instrument person.

4. Perform independent field survey work with or without supervision.

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

6. Keeps records and makes calculations. Demonstrates geometry and trigonometry calculations applied to survey.

7. Checks traverses for closures, adjusts traverses and calculates coordinates.

8. Assists the Survey Party Chief in making calculations and in checking plans and legal descriptions.

9. In the absence of Survey Party Chief, is responsible for the continuance of the work, safety of the crew, security and condition of instruments, supplies, and vehicle.

10. May research and assemble data for work in office.

11. Prepares written documentation related to survey duties.

12. Works cooperatively and communicates effectively with others.
ESSENTIAL FUNCTIONS (Cont.):

13. Assists in the training of other crew members. May act as the lead member of a crew for short periods of time.


15. Adheres to District safety practices and policies.

16. 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. Possession of a valid Land Surveyor-in-Training (LIST) Certificate desirable.

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 five years of land surveying experience, 15 semester units in Civil Engineering courses, or a combination of experience and college-level coursework. Bachelor’s Degree in Civil Engineering or related field preferred.

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.
- Understand and be able to use surveying nomenclature and conventional symbols.
- Safe working practices.
- Reading and interpreting construction drawings and plats.
- Basic computer operation.

Abilities:
- To perform complex survey related operations such as computer programs and multi-step field processes.
- To perform accurate and legible note taking and basic drafting.
- To operate various data collection instruments.
- Perform mathematical operations of the job using high school-level mathematics including algebra, geometry, and trigonometry.
- Use surveying instruments and processes and make accurate field measurements with tapes and rods.
- 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________________