



City of Irving Job Description

Survey Party Worker

FLSA Status:	Non-Exempt	Job Department:	Capital Improvement Program
Job Code:	34772	Reports To (Job Title):	Survey Party Chief

PURPOSE

To perform a variety of technical field engineering and survey work in support of engineering design activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Act as instrument operator or rod/chain person involved in a variety of survey work.
- Operate data collector to obtain raw field data.
- Prepare and participate in a variety of topographic survey projects.
- Track and maintain survey supplies and equipment.
- Inspect drainage or field problems and conditions in order to perform required surveys.
- Maintain City GPS system to advise crews and contractors.
- Help decide the best survey method for each project.
- Assist in the determination of property boundaries.
- Perform a variety of office duties including researching, obtaining field notes, and compiling records.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in the preparation and verification of mathematical calculations related to surveying.
- Assist in clearing the area or site where survey activities are scheduled.
- Answer questions, providing the public information concerning engineering & surveying activities.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade.

EXPERIENCE

- One (1) year of work experience with GPS system and survey equipment.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.

KNOWLEDGE OF

- Principles of surveying, design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Computers and Electronics: Various types of surveying hardware, computer hardware and computer software.
- Mathematics: Basic mathematical concepts, including algebra and geometry related to surveying.

SKILLS AND ABILITIES IN

- Accuracy: Extreme attention to detail in dealing with numbers, words, and ideas.
- Information Gathering: Knowing how to find information, and identifying essential information.
- Mechanical/Technical: Operating highly-complex computer equipment, including computer-driven communications and mapping systems.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Responsive Engagement: Actively listening and effectively communicating orally surveying issues to a variety of people ranging from the general public to construction contractors to professional technical personnel.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

Often interacts with departments such as Water Utilities, Traffic, Parks & Recreation, Police, Fire, Code Enforcement, Planning and Zoning, and Building Inspections. Also, often interacts with outside agencies such as Dallas County, Railroad, TxDOT's engineering inspectors, private developers, flood control districts, engineering design firms and residents.

EQUIPMENT AND PROPERTY

Survey equipment, personal computer, copier, cell device and automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to drive a vehicle, grasp, handle, feel, kneel, lift up to 10 pounds, listen, pull, push, reach, see, stand, and/or stoop. Frequently, s/he is required to carry, lift more than 100 pounds, talk, and/or walk. Occasionally, s/he is required to climb.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment, blood-borne pathogens, extreme vibrations, confining work space, electrical hazards, extreme temperatures or weather conditions, air contamination, improper illumination, noise, toxic or caustic materials, and/or traffic hazards. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.