



Land Survey Assistant (Seasonal/Temporary)

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information

Classification Title:	Temporary
Classification Code:	XTEMP
Effective Date:	May 8, 2023
Pay Grade(s):	TMP
FLSA Status:	Non-exempt

Classification Summary

Assists professional and paraprofessional survey staff by performing a variety of technical duties including plat review, field survey, and project plan review (private and capital improvement). Performs other duties of a similar nature or level.

Distinguishing Characteristics

Entry-level, temporary position focuses on developing an understanding of the day-to-day requirements of the various survey-related positions. Works under close supervision of City Surveyor to apply classroom theory to field survey techniques, data processing and other survey and non-survey related duties.

Essential Duties

The duties listed below are examples of work and are intended to serve as guides, not absolute standards. A position may be assigned to this classification when it aligns with the summary of the classification and the majority of the position's work time is associated with the performance of some of the described duties and responsibilities performed by positions in this classification.

- 1 Uses robotic total station and GPS rover for topographic, control, and construction surveys independently or working as member of survey crew.
- 2 Prepares maps and drawings based on field survey data and/or legal descriptions. Prepares AutoCAD drawings as required for survey, engineering, or project presentation purposes
- 3 Participates in planning meetings to review land development application materials such as plats, deeds, and legal descriptions.
- 4 Assists the Survey Section with a variety of entry level survey tasks that could include construction staking; monumentation, topographical surveys, and entering GIS data.
- 5 Works on survey field crew performing boundary surveys, right-of-way locations, verification of plat, geodetic control, and city benchmark verification.
- 6 Assists the Party Chief with land division plats review, survey and title record research, and boundary, topographic, geodetic control, and construction surveys.
- 7 Processes and files a variety of records, maps, plans, permits, property descriptions, etc.
Research City records and provides data to the public and to professional surveyors in private practice.
- 8 Actively utilizes teamwork skills to participate productively on various project teams and working

Essential Duties	
	partnerships with supervisors, consultants, other staff, and other representatives of other agencies.
9	Performs other duties of a similar nature or level.

Functional Specific Responsibilities	
N/A	

Qualifications	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience to successfully perform the job.</i>	
Training & Experience:	
<ul style="list-style-type: none"> • Graduation from high school or GED equivalent. • Completion of one (1) year of college, university or trade school in engineering, surveying, construction management, computer science, or other specific area of study as deemed applicable; and/or, • Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. 	
Licensing/Certifications:	
<ul style="list-style-type: none"> • Possession of a valid driver’s license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver’s license within 30 days (ORS 807.020 (1)). • Ability to maintain acceptable driving record throughout employment. 	
Technology Skills:	
<ul style="list-style-type: none"> • Analytical or scientific software — COGO Survey Pro., Civil 3D, Trimble field software, etc. • Computer aided design CAD software — AutoCAD • Graphics or photo imaging software — REVUE, ADOBE Photoshop • Internet browser software — Google Chrome, Microsoft Edge, etc. • Map creation software — GIS ArcView • Spreadsheet software — Microsoft Excel • Word processing software — Microsoft Word 	
Knowledge:	
<ul style="list-style-type: none"> • Computers and electronics — Knowledge of computer hardware and software including applications related to area of work assignment. • Engineering and Technology — Basic knowledge of the practical application of engineering science and technology. • English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Mathematics and science — Basic knowledge of mathematics and physics, and of physical, biological, social, and geographic, and earth sciences. 	
Skills:	
<ul style="list-style-type: none"> • Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making. • Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. • Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. • Mathematics — Using mathematics to solve problems. • Reading Comprehension — Understanding written sentences and paragraphs in work-related documents. 	

Qualifications

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience to successfully perform the job.

- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Spatial Orientation — The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Physical Requirements

Key	None 0% (0 hrs.)					Seldom 1-10% (Up to 1 hrs.)					Occasionally 11-35% (Up to 3 hrs.)					Frequently 36-75% (3-6 hrs.)					Continuous 76-100% (6+ hrs./day)				
	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%	0%	1-10%	11-35%	36-75%	76-100%					
BODY POSITIONS										PUSH/PULL															
Standing			X			0-10 lbs.														X					
Sitting			X			11-20 lbs.							X												
Walking – Even Surface			X			21-50 lbs.						X													
Walking – Uneven Surface			X			51-75 lbs.						X													
Kneeling			X			76-100 lbs.						X													
MOVEMENTS										ENVIRONMENTAL HAZARDS															
Bending/Stooping			X			Indoors																			
Twisting			X			Outdoors													X						

Physical Requirements										
Crawling			X			Dust			X	
Squatting/Crouching			X			Fumes/Odors/Gasses				X
Balancing			X			Chemical Agents	X			
Reach – Overhead			X			Biological Agents		X		
Reach – Forward			X			Noise – Low				X
Reach – Backward			X			Noise – Moderate				X
Climbing – stairs			X			Noise – High				X
Climbing - ladder		X				Low Light				X
USE OF HANDS						Heat				X
Grasping – whole hand			X			Cold		X		
Grasping – pinch grip			X			Restricted workspace	X			
Fine manipulation/feeling			X			Vibration – whole body	X			
Keyboarding				X		Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.			X			Driving – vehicle/equipment			X	
11-20 lbs.			X			Operate foot controls		X		
21-50 lbs.			X			Seeing				X
51-75 lbs.		X				Talking			X	
76-100 lbs.		X				Hearing				X
						Extended work hours	X			

Classification History

Created 2023.05

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____