

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LAND SURVEYING ASSISTANT

DEFINITION:

Under general supervision, to serve as chief of a survey party for complex preliminary and final construction, location, and mapping surveys; to perform complex surveying calculations and adjustments; and to perform related work.

* EXAMPLES OF DUTIES:

- Directs the set-up and progression of a variety of survey projects, such as earthwork construction, grade determination, property/boundary lines, preliminary and final construction and mapping;
- Resolves surveying problems in the field;
- Establishes vertical and horizontal control networks for field surveys;
- Keeps field notes and prepares sketches;
- Reviews electronic survey data for accuracy and completeness;
- Obtains necessary information from office files to locate bench marks and tie points;
- Directs the setting of stakes for construction projects and the setting of monuments and other permanent survey markers;
- Performs earthwork volume and area calculations;
- Reviews private surveyors' subdivision maps;
- Directs the survey of new subdivisions and other survey projects using manual and electronic surveying procedures;
- Supervises the care and maintenance of survey equipment;
- Prepares reports;
- Assigns, trains and rates the work performance of subordinate survey aides and instrument operators.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Land Surveying, **OR** a Bachelor's degree in Civil Engineering or Geographic Information Systems with at least 30 semester/45 quarter units of land surveying coursework, **OR** possession of an Land Surveyor-in-Training certificate issued by a State Licensing Board, **OR** registration as a professional Land Surveyor with a State Licensing Board; **AND** two years of experience as a Principal Survey Aide with the City of San Diego, **OR** two years of journey-level land surveying experience: producing or reviewing survey, subdivision, and topographic maps or land title documents; producing cadastral components of a geographic information system; or experience on a survey crew as a Party Chief or Instrument Operator of a survey party.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.