

NEW CASTLE COUNTY GOVERNMENT

Number 0629

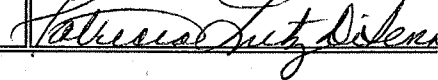
CLASS SPECIFICATION

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Date 05/01/03

Title: SURVEY INSTRUMENT OPERATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs limited but skilled subprofessional engineering work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible subprofessional engineering work requiring skill and accuracy, as data collected is used by engineers as a basis for the development of plans and specifications. This employee works under general supervision but is expected to perform routine tasks independently with reference to a supervisor on difficult or unusual problems.

EXAMPLES OF WORK: (Illustrative only)

- Operates survey instruments to establish lines for surveys and computes and turns deflection angles and curves;
- Takes and records magnetic bearings and establishes and sets points in staking out roadways and culverts;
- Makes minor mechanical adjustments to survey instruments;
- Traverses drainage areas with survey instruments;
- Supervises all activities of the survey party in the absence of the supervisor;
- Operates level to establish elevations along centerline of survey to set grade stakes, bench marks, and other points of elevation for surveys;
- Checks level instrument for accuracy and cleans and makes minor mechanical adjustments;
- Operates surveying instruments;
- Supervises in clearing and marking stakes and taking cross sections;
- Reads hand level and keeps notes;
- Establishes survey centerline as lead chain person;
- Obtains names of property owners by interview;
- May perform local sewer surveys and/or investigations of storm water sewer flooding and drainage in inclement weather;
- May perform entry-level construction inspections and drafting;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

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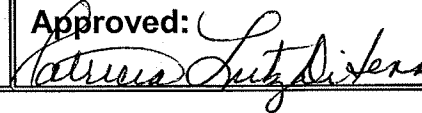
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Date 05/01/03

CLASS SPECIFICATION

Title: SURVEY INSTRUMENT OPERATOR

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of engineering practices, land survey, and drafting techniques; good knowledge of mathematics; ability to carry out duties and follow complex oral and written instructions; ability to plan subprofessional engineering work; ability and willingness to work outside under adverse conditions; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least one year experience in practical engineering work at the level of Survey Assistant and completion of a standard high school course or GED certificate program, including work in science and mathematics; or graduation from a technical institute with course work in surveying as an engineering technician; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENT: Possession of a valid Delaware Class D driver's license or its equivalent.

HISTORY OF REVISIONS:

Established:	07/09/75
Revised:	04/03/89
Revised:	01/01/91
Revised:	01/01/96
Revised:	11/01/98
Revised:	05/01/03