



ENGINEERING ASSISTANT II (SURVEYS)

DEPARTMENT: Public Works

DEFINITION: This position performs journey-level and paraprofessional surveying and engineering work and requires extensive practical experience in surveying and engineering practices. The degree of initiative required, responsibility for implementing survey procedures, the breadth of knowledge required, and supervisory responsibility distinguish this classification from the Engineering Assistant I.

ESSENTIAL JOB DUTIES: Prepares maps, plans, profiles, cross sections and other details, horizontal and vertical alignment and curve computations; calculates right-of-way requirements from construction drawings and private property records; writes, reviews, and prepares legal descriptions and right-of-way documents; establishes locations and maintains records for County monumentation; coordinates survey information required for aerial surveys; prepares records of surveys performed and maintains archives of County survey information; checks field operations involved in the gathering of field data; performs responsible technical research and prepares reports; provides relevant survey information to public, other agencies, and private surveyors; may inspect construction for adherence to standards and local ordinances; acts as Survey Party Chief and using surveying, drafting, and calculating instruments and techniques, performs and supervises the performance of drafting and computing and survey operations.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with five years of increasingly responsible experience in a variety of paraprofessional surveying and engineering work. College training in land surveying or civil engineering may be substituted for up to three years of the required experience. Licensing as a Land Surveyor is desirable.

Knowledge of: Principles and practices of land surveying as applied to the design and construction of roads, structures, other facilities, and common engineering activities; methods used in property location and topographic survey work, including triangulation and precise leveling; computer-related programs and equipment used for data collection, drafting, and document preparation; equipment and procedures used for GPS surveys; Professional Land Surveyors Act, the Subdivision Map act, and other pertinent codes and standards; general knowledge of engineering practices and techniques employed in road, drainage, and related engineering construction; basic supervisory principles.

Ability to: Use common drafting and surveying instruments and equipment, and to prepare maps, plans, cross sections, and profiles; design common engineering structures and facilities; supervise the work of field and office personnel; prepare clear and concise reports; work cooperatively with those contacted in the course of work.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.