

Survey Technical Assistant II

DEFINITION

This class encompasses the full range of a technical field survey position. Employees of this class will typically be the intermediate member of a three person survey crew. Survey Technical Assistant II are expected to provide a level of lead-hand supervision and may perform duties of a more technical nature such as operating technical survey equipment or performing technical computations.

SERIES SEPARATOR

The duties of this class are distinguished from the Survey Technical Assistant 1 class through the greater independence of action and decision-making, and by the responsibility to provide direction and support to junior crew members.

COMPLEXITY OF WORK

Employees of this class assist in all activities of the crew as directed by the Survey Technician I position. They mentor junior crew members, execute technical functions such as plan reading, computations and operation of survey equipment, and perform technical calculations. They also support the planning, organizing, coordinating and documenting of the survey work in accordance with established procedures.

At this level, most duties are performed under the direct supervision of a Survey Technician I but employees will be expected to exercise considerable independence in the performance of these duties.

WORKING CONDITIONS

Demonstrated ability to perform physical work over the course of an entire day as described below in all weather and terrain conditions, in confined spaces, and as well in areas with ongoing traffic or construction activities:

- extensive walking
- pounding of bars or wooden stakes
- digging activities
- standing for long periods of time (e.g. operation of a survey instrument)

TYPICAL DUTIES

- Locating required survey marks using axe, shovel and pick.
- Mark with information, flag/paint and pound in wooden stakes, and hold level rods or prism rods as required for survey projects
- Perform flag person duties in traffic areas

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- Take measurements to determine offset or heights of instruments
- Assist in plan reading and survey computations or data reductions
- Set-up and operate various survey equipment such as levels, total stations, GPS receivers and laser alignment systems
- Participate fully in the corporate OH&S program
- Note keeping for technical information and maintaining crew filing system
- Maintain supplies for the crew (e.g. paint, flagging, charged batteries)
- Provide on the job training for junior crew members on the use of all survey equipment and supplies
- Participate in consultations with Survey Technicians, Engineers, Designers, Supervisors and Client Representatives associated with survey projects
- Fill in as field crew supervisor as required.
- Other duties as required

KNOWLEDGE, ABILITIES AND SKILLS

- Thorough understanding of the basic survey principles and techniques common to the sections survey requirements.
- Ability to fully operate survey equipment.
- Ability to perform basic technical calculations and data entry (manual and digital)
- Ability to work in a team or crew environment in both a supportive and a lead-hand role.
- Ability to act in a responsible leadership role.

TRAINING AND EXPERIENCE REQUIREMENTS

Completion of Grade 12 is required, as well as post-secondary training in basic and advanced survey calculations, plus Basic Total Station.

Employees entering this class must have at least three years of relevant, all-seasons survey field experience

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0697		0698	
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Previous Updates:	2005-11, 2002-07, 1999-10, 1993-02			
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