

City of San José
CLASS SPECIFICATION

Title: Instrument Person (3781)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works	Varies	Non-exempt

CLASS SUMMARY

Under general supervision, performs a variety of sub-professional surveying work of moderate difficulty. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in a four class surveying series. This class differs from the next higher class of Survey Party Chief in that incumbents of the latter perform sub-professional surveying work and are usually responsible for completing only a segment of a surveying program or project.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Educational Development [GED] Test or California Proficiency Certificate) and three (3) years of increasingly responsible sub-professional engineering/surveying work .

Acceptable Substitution

Successful completion of two (2) academic years, or sixty (60) semester units, of college level engineering technology, surveying, geography, and/or mathematics courses or related field from an accredited college or university may be substituted for two (2) years of the required experience.

OR

Possession of a valid Land Surveyor-In-Training (LSIT) license issued by the California State Board of Registration for Professional Engineers and Surveyors may be substituted for two (2) years of the required experience.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

City of San José
CLASS SPECIFICATION

Title: Instrument Person (3781)

- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Ensure proper and safe operation of equipment: including, but not limited to, setting-up, operating, cleaning, and adjusting all manner of survey total stations, digital levels, GPS units and accessories.	Daily
2.	Records legible field notes and prepares maps and sketches from survey data.	Intermittent
3.	Assists in obtaining accurate survey information in the field by efficiently using traditional and contemporary survey instrument and equipment including: Electronic total stations with electronic data collectors utilizing point coding; Global Position System (GPS) receivers; Digital levels for control surveys and construction staking; and performs coordinate geometry calculations through various means (e.g., computers, calculators, etc.).	Daily
4.	Provides lead direction and training to other survey personnel.	Daily
5.	Performs mathematical computations necessary in surveying work including basic mathematical functions, trigonometry, geometry, and algebra and using calculators to determine distances, elevations, volumes, angles, areas, traverses, etc., and interprets results.	As Required
6.	Locates and recovers survey points by measurement, magnetometer and from other survey records.	Intermittent
7.	Reads and interprets plans and specifications.	Intermittent
8.	Assists in devising traffic control plans using various traffic control devices (e.g., cones, arrow-boards, signage, etc.) in order to maintain the safety of the crew and the general public while working in the public right-of-way.	Daily
9.	Interacts with the public/clients requesting survey-related data both in the office and in the field; and does research of records.	Daily
10.	Utilize a variety of technical engineering software such as Computer Aided Design and Drafting (CADD) and Geographic Information System programs (GIS), to produce maps.	Daily
11.	Uses hand and power tools to perform manual labor related to survey activities, including driving stakes on construction sites to guide the placement of new construction.	Daily

City of San José
CLASS SPECIFICATION

Title: Instrument Person (3781)

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
12.	Assists in researching, collecting, compiling and analyzing evidence and documentation for boundary determination, obtain all relevant documentation concerning the location, dimensions, areas, monumentation, and other aspects from public records, title reports, survey notes and format data for presentation materials and graphic displays.	As Required
13.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Maintain professional demeanor during interactions with staff, customers, and the public;
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Operate varied Survey instruments and equipment;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending ladders;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;
- Lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment.

CLASSIFICATION HISTORY Created 5/80, Rev.8/91; 02/21; s002