

SURVEYING AIDE, TRAINEE

FLSA Status: Covered

Union Representation: Non Represented

Class Summary:

This is entry-level field support work in a Surveying Section or Public Works Bureau, but may also include some office research or field note checking. Positions of this class typically perform routine support activities such as setting up survey tripods and equipment while receiving instruction in a variety of duties assisting Surveying personnel. People filling these positions are typically students in Surveying or Engineering programs.

This is a Seasonal/Casual/Casual Other classification. Seasonal appointments are limited to 1400 hours per year. (Reference HR Administrative Rule [3.03 Seasonal Appointments](#))

Examples of Work: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

- 1) Learn and become efficient in setting up survey tripods with survey instruments, prisms, digital levels and GPS receivers/antennas.
- 2) Set new survey control points, brush lines of sight, and aid in traffic control.
- 3) Drive stakes with tacks for construction layout.
- 4) Learn to write survey notes and draw sketches of field data being collected including writing detailed descriptions of survey monuments and evidence found.
- 5) Read and interpret a variety of maps including survey, utility and topographic maps.
- 6) Learn how to operate various pieces of survey equipment including total stations, digital levels, and GPS receivers/antennas.
- 7) Learn to read and understand basic engineering plan sets.
- 8) Learn and apply basic principles of algebra, geometry and trigonometry to survey control data collection, survey map reading and engineering design.

Knowledge, Skills and Abilities: (At time of Appointment)

- 1.) Basic map reading skills.
- 2.) Basic knowledge of algebra, geometry and trigonometry.
- 3.) Ability to establish and maintain effective working relationships with co-workers, supervisors, the general public and employees of other organizations.
- 4.) Skill in following written and oral instructions.

Other Special Requirements:

Most positions require a valid drivers license at time of appointment. Ability to work outside all day under various weather conditions. Ability to carry survey equipment between control points including in steep terrain.

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Class History:

Revised:

June 2009 – Change Job Class number from 3119 to 30000222, due to system change.

July 2012 – Revised maximum hours and other language to matched updated administrative rule.

December 2023 – Modified specifications to reflect duties of the classification.