



## **Survey & Mapping Assistant**

**Category:** Classified  
**Pay Grade:** C14  
**Job Code:** 16742

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs technical entry-level and/or trainee level field and office work assisting in providing survey and mapping services in support of Capital Improvement Projects, Programs, Initiatives and Operational activities for Public Works and other Pinellas County departments. Employees in this class may provide assistance for the day-to-day operations of collecting data as part of a survey team, may perform various technical tasks that could include using various mapping and information applications such as computer-aided drafting (CAD) and Geographic Information Systems (GIS) and may perform related clerical tasks. Employees in this class perform assignments with generally close supervision or guidance from a more senior team member or supervisor.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Works as an assistant in providing survey and mapping services.
- Operation and maintenance of survey equipment and tools.
- Prepares survey vehicle for daily survey team activities.
- Assists with the collection of data for the preparation of maps, sketches, exhibits and notes.
- Prepares basic maps, sketches, and notes and performs mathematical calculations.
- Performs a variety of office tasks.
- Performs basic research using historical department records, record management systems and GIS.
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Graduation from high school or possession of a G.E.D. Certificate; or an equivalent combination of education, training or experience. Basic knowledge of computers and keyboard familiarity.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Ability to assist in survey and mapping data collection using various survey equipment and tools.
- Aptitude to learn the basic principles, techniques and practices of Land Surveying and Mapping.
- Aptitude to learn the basic principles of Construction including understanding construction plans.
- Ability to perform mathematical calculations.

- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively.
- Ability to work long hours outdoors under various field conditions and exposure to traffic, extreme heat, vegetation, sunlight and rainfall (based on position specifics and area of assignment).

### **PHYSICAL/MENTAL DEMANDS**

Based on the area of assignment, the work ranges from sedentary, to light, to medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 0 pounds of force. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position.
- Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.

### **WORKING CONDITIONS**

Work is performed in an environment where errors can lead to significant physical or mental consequences for self or others.