

JOB DESCRIPTION

Benchmark Job #128

Ministry: Transportation and Highways
Branch: District Operations
Location: Nanaimo

Working Title:
Level:
Classification:

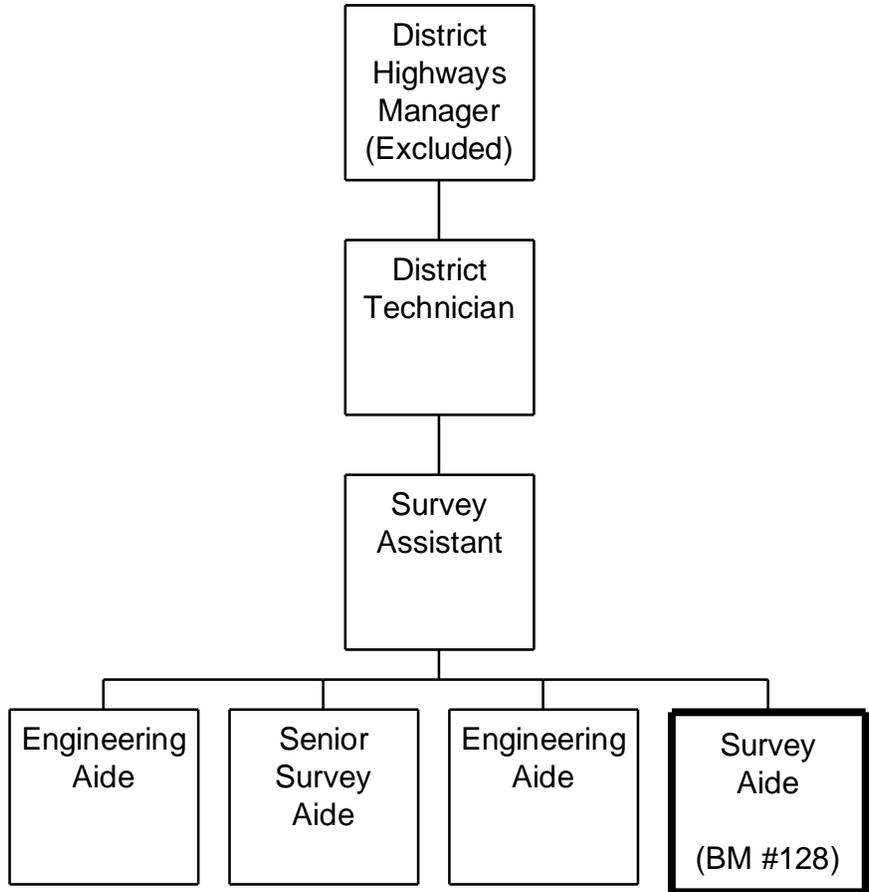
Survey Aide
Range 12
Engineering/Resource Aide

PRIMARY FUNCTION

To assist the Senior Survey Aide by operating survey equipment and performing calculations and drafting duties for survey works.

JOB DUTIES AND TASKS

1. Assists Senior Survey Aide in surveying, drafting and data processing for survey works
 - a. operates various survey equipment and tools including holding a stadia rod, pulling distance measurement chain, setting grade stakes, running a power saw and marking or setting hubs or centre line points
 - b. operates survey level for cross-sections, grade and slope staking etc.
 - c. performs mathematical computations for cross-sections, curvature, earthwork quantities etc.
 - d. performs drafting duties using autocad, including plan plotting, tracing, printing, topography and reductions etc.
 - e. draws up profiles of roads, details of intersections, culvert installations and property line layouts
 - f. obtains survey data from the field and provides pre-construction layouts of road work
 - g. operates transit and total survey station
 - h. uses engineering software such as Autocad and engineering calculators to process survey data
2. Performs other related duties
 - a. maintains and stores equipment
 - b. provides informal instruction to new employees on procedures and to students, auxiliaries, machine operators and traffic control workers during work operations
 - c. requisitions supplies and validates goods received such as gravel loads, cement and construction supplies; checks invoices for correct amount of supplies
 - d. operates and performs light maintenance on survey van
 - e. operates power saw and chain saw to clear brush
 - f. lays out traffic signs
 - g. lifts and carries survey equipment to survey site



REASON FOR CLASSIFICATION

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Job Title: Survey Aide

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand and apply the accepted methods of road surveying to assist in the operation of survey equipment for projects and produce basic drawings using Autocad.</p>	E	145
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to perform calculations in support of road surveys, operate equipment, record data, calculate cross-sections, curvatures and earthwork quantities, produce drawings and process data or Autocad.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to exchange information and answer general inquiries related to survey duties and survey crew work with property owners and the public.</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use computer to prepare plan layouts requiring some speed to meet project deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action to complete assignments using previous instruction, prepare basic contract drawings for road construction projects using Autocad and operate transit and total survey station.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate goods received such as gravel loads, cement and construction supplies.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate survey equipment and to operate total survey station used in field conditions.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal instruction to new employees on procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to drive a van as a designated driver to survey sites.	C	12
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on screen to prepare layouts using Autocad.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently hike and climb while carrying survey equipment.	E	24
12	SURROUNDINGS Exposure to elements with no shelter frequently.	D	9
13	HAZARDS Moderate exposure to hazards from frequently carrying moderate weight survey equipment.	C	6

Total Points: 391

Level: Range 12