



Robert V. Scalise

Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

CITY HALL
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April 1, 2021

Survey Assistant II – Engineering Division Full Time – 40 hours

This is experienced engineering work involving operating the instruments on a land survey crew and performing miscellaneous office technical duties. Work involves responsibility for accurate land surveying and inspection and utility markouts. Duties include operating survey instruments, researching “call before you dig” markouts and maintaining equipment. This position also has responsibility for making routine surveying decisions. The work requires that the employee have considerable skill in the operation of survey equipment (i.e. GPS Total station etc.) and working knowledge of general civil engineering principles and practices. The physical requirements this person needs to work in both hot/cold weather conditions be able to carry survey equipment, lift manhole covers etc.

A high school diploma or the equivalent supplemented by course work in drafting, trigonometry and the operation of survey instruments plus three years of experience in public works construction or engineering work, including at least one year of a field experience in surveying or a comparable level, or an equivalent combination of education and qualifying experience substituting on a year – for – year basis.

Rate of Pay: \$20.39

Apply on line at <https://tinyurl.com/meridencareers> and e-mail your resumes/applications to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Please call to make an appointment.

Open until filled

E.O.E.

Survey Assistant II

General Description

This is experienced engineering work involving operating the instruments on a land survey crew and performing miscellaneous office technical duties.

Work involves responsibility for accurate land surveying and inspection and utility markouts. Duties include operating survey instruments, researching “call before you dig” markouts and maintaining equipment. This position also has responsibility for making routine surveying decisions. The work requires that the employee have considerable skill in the operation of survey equipment (i.e. GPS Total station etc.) and working knowledge of general civil engineering principles and practices.

The physical requirements this person needs to work in both hot/cold weather conditions be able to carry survey equipment, lift manhole covers etc.

Supervision Received

Works under the general supervision of the Construction/Survey Technician.

Examples of Duties

Operates the transit, level and Total Station on a survey crew.

Cuts brush for a clear line; digs with shovel; drives stakes into ground; and takes measurements with tape.

Researches “call before you dig” notices. Marks out utilities prior to excavation.

Checks calculations and lay-out of work from plans and profiles, computes distances and angles.

Performs some drafting and plotting.

Assists private surveyors, citizens and contractors with records in the office.

May assume duties of Construction/Survey Technician in case of absence.

Maintain daily logs and inspection reports. Reports are to be submitted daily at the beginning of the work day.

Performs related work as required.

Knowledge, Skills and Abilities

Good knowledge of the principles and practices of land surveying and drafting.

Considerable skill in operating surveying and drafting equipment

Survey Assistant II (continued)

Knowledge, Skills and Abilities

Good ability to perform mathematical computations relating to surveying.

Good ability to communicate effectively, primarily orally.

Considerable ability to establish and maintain effective working relationships with superiors, associates, contractors, and the general public

Qualifications

A high school diploma or the equivalent supplemented by course work in drafting, trigonometry and the operation of survey instruments plus three years of experience in public works construction or engineering work, including at least one year of a field experience in surveying or a comparable level, or an equivalent combination of education and qualifying experience substituting on a year – for – year basis.

Special Requirements

Must have a valid Connecticut Class D driver's license.