

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PRINCIPAL SURVEY AIDE - 1525**

**DEFINITION:**

Under general supervision, to act as the instrument operator for a variety of construction and location surveys; to act as chief of a small survey party; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Operates optical reading theodolites, electronic total survey stations, survey data collectors, electronic measuring devices, levels, Global Positioning Systems (GPS) receivers, and other precision surveying instruments;
- Determines lines, angles, distances, and elevations;
- Assists the party chief in making calculations using computers and handheld programmable calculators;
- Downloads and processes electronic survey data from data collector or computer;
- Calculates coordinates, such as COGO and traverse adjustments using handheld programmable calculators and computers;
- Reviews and edits raw survey data stored in data collectors;
- Acts as party chief of a small crew on routine jobs;
- In the absence of the party chief, may be responsible for a large party;
- Operates and adjusts all types of precision surveying instruments;
- Operates handheld radios to communicate with survey party members and City communications;
- Keeps field, survey, and construction notes;
- Draws sketches, and reviews CADD survey drawings;
- Cleans and adjusts transits, levels, and other survey instruments;
- Trains and directs survey aides;
- Performs related work.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience on a land survey crew; **OR** Registration as a Professional Land Surveyor with a state licensing board; **OR** Land Surveyor-in-Training (LSIT) Certificate issued from a state licensing board. Possession of a valid California Class C Driver's License.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**