

# Chelan County Public Works

## *Instrument Operator*

### Supplemental Job Description

**Job Title:** Instrument Operator  
**Department:** Public Works  
**Reports To:** Survey Crew Chief  
**FLSA Status:** Nonexempt

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#### **SUMMARY**

The Instrument Operator is a participating member of the county survey crew, proficient in operating surveying instruments and survey quality G.P.S. equipment for the survey crew. Including but not limited to right-of-way surveying, cadastral surveying, geodetic surveying, topographic surveying, construction surveying and the establishment and preservation of county right-of-way monumentation, property corners and control.

The Instrument Operator's duties are not limited to that role on the survey crew. The Instrument Operator is expected to fill any subordinate role or duties needed on the crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Research record and quasi-record survey evidence, maps, deeds, physical evidence, and other records to obtain data needed for surveys.
- Proficient operation of conventional and electronic surveying instruments and survey quality G.P.S. equipment and survey data collectors
- Proficient operation of leveling instruments and accessories in determining elevations and grades.
- Proficient and accurate measurement of distance between survey points with steel or cloth tape, surveyor's chain, electronic distance meter or G.P.S.
- Laying out stakes for mapmaking, construction, and land surveys.
- Keep accurate and detailed paper and/or electronic survey notes, records and sketches that accurately describe the survey work performed.

- Download electronic field notes into the office computer network. Reduce and verify collected survey data for accuracy and adequacy.
- Determine methods and procedures for best for establishing or reestablishing survey control.
- Marking survey information on the ground or on survey stakes with station number, elevation, grading information, control information or other identifying survey information.
- Installing grade stakes at a specified horizontal position and elevation.
- Operate Jackhammer for driving hubs and placement of survey monuments.
- Cutting and clearing brush and trees from line of survey.
- Serve as acting survey Crew chief in the absence of the survey Crew chief or assistant survey Crew chief as directed by the supervisor.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Occasionally supervise up to three persons on survey crew as acting survey Crew chief in the absence of the survey Crew chief as directed by the supervisor.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty proficiently. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Two year certificate from college or technical school; three (3) years' experience working on a survey crew, using surveying instruments, data collectors and survey grade G.P.S.; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the public or groups of employees of organization.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as algebra, trigonometry, plane and solid geometry. Also the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Washington State Driver's License.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, reach with hands and arms, and talk or hear. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually moderate.