



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 542.1

Job Title: **INSTRUMENT PERSON**

Pay Grade: 11

GENERAL SUMMARY:

Performs routine topographic and construction surveys on City properties and rights-of-way.

RESPONSIBILITIES:

- Measures and obtains data pertaining to angles, elevations, points and contours for topographic and construction surveys.
- Operates a variety of survey instrumentation equipment including level, transit and electronic measuring devices, etc.
- Calculates grades using survey data and construction plans; positions and marks stakes for use as reference points.
- Locates existing reference points, e.g., property corners, stakes, etc., by excavating; positions and remarks reference points.
- Compiles field notes, makes sketches and records obtained data in field survey record books.
- Monitors supply levels and maintains equipment.
- Assists with traffic control around survey area; clears brush from survey area; helps load truck with supplies.
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

Two years of surveying experience are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Rodperson
Senior Rodperson
Instrument Person
Party Chief
Chief Surveyor

Effective: October 1990

Revised: August 1991