



Class Code: 225
WP Code: FLDASST
Established: 7-1-98
Revised: _____
EEO Code: T

CLASS SPECIFICATION

City of Newark, California

FIELD ASSISTANT

POSITION DESCRIPTION

Nature of Work: Under immediate supervision, provides soil and asphalt concrete placement testing and field work assistance; and performs related work as assigned.

Class Characteristics: This entry-level classification is responsible for performing soil testing and asphalt concrete placement testing; working as a survey crew member; and providing general field assistance to skilled field personnel.

Essential Duties:

Operate nuclear gauge to perform field soil, aggregate, and asphalt concrete density and moisture tests.

Obtain and prepare samples, perform laboratory compaction tests and report results.

Assist with inspection of asphalt concrete placement.

Duplicate plans and drawings using blueprint machine and other methods.

Obtain and prepare relevant samples for lab analysis.

Maintain a variety of logs and records related to assigned activities.

Perform work in accordance with safety policies and procedures.

Compile and analyze information and prepare reports using applicable computer software programs.

Serve as a member of survey crew or flagging as needed.

FIELD ASSISTANT

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Knowledge:

Some knowledge of equipment, materials, methods and procedures used in soil and asphalt concrete placement testing.

Knowledge of basic mathematics and algebra.

Skills and Abilities:

Ability to perform manual tasks for extended periods of time.

Ability to work safely.

Ability to communicate effectively verbally and in writing.

Ability to establish and maintain effective working relationships with employees, other departments and the public.

Ability to understand and carry out written and oral instructions.

Skill in operation of hand tools and equipment such as blue print machine.

Ability to perform required mathematical computations.

Ability to operate personal computer applications relevant to assigned work.

Experience and Training:

Any combination of experience and training equal to graduation from high school. Technical experience in field surveying, soil testing, or construction practices is desirable.

Special Requirement:

Possession of a valid California Class C Drivers Licence with a good driving record.

Possession of a Nuclear Density Gauge Certificate by the completion of the probationary period.

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public facilities. The employee occasionally works in inclement weather; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes, and dust. The noise level in the work environment is usually moderate to high. Eye-hand coordination is necessary to operate testing instruments, computers, and various office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to fingers; handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Probationary Period: 6 Months

FLSA: Non-Exempt