



June 2008

CITY SURVEYOR

DEFINITION

Under general supervision, plans, organizes, directs, reviews, and participates in the work of a field survey crew performing land, topographic, and construction surveys; supervises, plans, and coordinates the surveying activities and related projects; provides responsible technical assistance to the Engineering Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Engineering Manager. Exercises lead direction and training to assigned lower-level staff.

CLASS CHARACTERISTICS

This is an advanced working and lead level class responsible for performing and directing land and engineering surveying activities. The incumbent troubleshoots problems and performs the more complex duties as well as providing training, guidance, and oversight to staff as assigned. This class is distinguished from the Engineering Manager in that the latter has management responsibility for all engineering programs and functions and activities of the City.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Performs “responsible charge” duties for the City as defined by State law; plans, organizes, directs, reviews, and participates in engineering and land surveying operations, activities, and projects; serves as the point of contact and lead in survey-related matters.
- Establishes and monitors survey standards, procedures, and equipment.
- Directs survey personnel and participates in conducting a variety of surveys, including land surveys to determine locations of property lines, boundaries, easements, and rights-of-way; topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features; engineering surveys for capital improvement projects; and surveys to establish and adjust benchmarks, and/or surveys to establish and monument street center lines.
- Oversees and participates in the checking and staking of alignments and grades of sewer and water mains, storm drains, streets, curbs and gutters, and sidewalks.
- Oversees and participates in the staking for parking lot and street striping and street, traffic signs, and traffic signal lights.
- Participates in the preparation and verification of mathematical calculations related to surveying and basic engineering; computes and adjusts angles, distances, bearings, traverses, and elevations.
- Operates and instructs others in operation of a full range of survey equipment.

- Represents the division and the City to the public in legal or administrative proceedings; testifies as an expert witness for the City on survey-related matters.
- Prepares legal descriptions for easements and right-of-ways as required for City projects; review and evaluates legal descriptions submitted to the City.
- Reviews and approves survey information on plans to determine project construction; reviews and approves subdivision plats, partition plats, and lot line adjustments to ensure compliance with State and City regulations.
- Reviews and approves deeds submitted by the public for completeness and accuracy; researches deed and survey information for other City departments.
- Prepares annexation descriptions and maps for property to be annexed to the City.
- Confers with property owners regarding survey schedules on current and future projects.
- Participates in the development of consultant requests for proposal for professional and/or construction services; researches and collects information; coordinates meetings with management and consultants.
- Keeps accurate field notes of work performed showing lines, angles, distances, benchmarks, mathematical calculations, and other data pertinent to the field survey; catalogs and files survey notes.
- Performs a variety of office surveying duties including researching existing records, compiling data required for current survey projects, and computing data to be shown on maps.
- Supervises, trains, and evaluates the performance of assigned staff.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Survey techniques, principles, and practices.
- Methods and techniques used in the design and construction of a variety of capital improvement projects.
- Principles and applications of algebra, geometry, trigonometry, and basic statistics as applied to the computation of angles, areas, distances, and traverses.
- Drafting techniques, engineering maps, and records.
- Nomenclature, symbols, methods, practices, techniques, and instruments used in field and office engineering work
- Cartography, map interpretation, and scale representation on maps.
- Sources of information concerning previous land surveys.
- Engineering record keeping methods and sources of information concerning previous land surveys.
- Applicable Federal, State, and local laws, codes, and regulations.
- Computer applications related to work, including Geographic Information System (GIS), AutoCAD, and other mapping and drafting programs and various automated data collection techniques.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service the public, vendors, contractors, and City staff, in person and over the telephone.

Ability to:

- Plan, schedule, assign, and oversee activities of staff; train staff in work procedures.
- Identify and implement effective course of action to complete assigned work.
- Use and care for drafting, surveying, and mechanical instruments and tools.

- Understand and interpret engineering maps, plans, specifications, diagrams, legal descriptions, and notes.
- Solve mathematical problems and make accurate computations.
- Ability to collect and analyze data, and make accurate and legible field survey notes.
- Understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office and field survey and engineering equipment.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework or technical training in drafting, trigonometry, engineering, surveying, or a related field, and five (5) years of experience in survey work.

Licenses and Certifications:

- Possession of a valid driver's license with satisfactory driving record.
- Possession of, or ability to obtain, a State of Oregon Professional Land Surveyor license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, including traversing uneven terrain and temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen, and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.