

**MAJOR FUNCTION**

This is highly technical and supervisory work in land surveying and engineering performed in the field and/or office. Assignments are performed with independence under the general supervision of the City Land Surveyor. Work is reviewed during progress and upon completion through oral and written reports and by observation.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Performs survey computations. Plans survey party work assignments and supervises crew members in accomplishing assigned duties. Instructs and trains crew members as necessary. Reduces, translates and prepares field survey records and notes. Researches office and record information as necessary. Interprets and compiles field and records information into survey plans and plats. Maintains records of jobs worked and project numbers. Reviews legal descriptions, plats, right-of-way, and property maps. Recommends hiring, transfer, advancement, grievance adjustment, discipline and discharge of subordinate personnel. Conducts performance evaluations. Performs related work as required.

**Other Important Duties**

Retrieves relevant documents from the public records office. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of plane geometry, coordinate geometry, trigonometry, and surveying practices and related laws. Ability to communicate effectively, orally and in writing. Ability to maintain effective working relationships as necessitated by the work. Ability to train subordinate employees and to supervise the activities of a crew. Ability to interpret construction plans. Ability to make rapid and accurate complex survey computations. Ability to keep records and files. Skill in use of computers for survey computations and reports, data collectors, Trimble GPS Units, and total stations. Ability to adjust tribrachs, levels, level rods, and prism poles.

**Minimum Training and Experience**

Possession of an associate's degree and four years of technical survey experience, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity, or three years of the required experience must have been in a work leader capacity.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at the time of appointment.

Established: 07-10-89

Revised: 02-16-90

09-04-02

04-28-04\*

05-10-12