

CITY OF GRAND JUNCTION

CITY SURVEYOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Direct and manage the daily activities of the City's field survey crew; perform a variety of complex, technical duties supporting the identification, sale, acquisition and management of real property; determine the correctness and reliability of land surveys performed by private professional land surveyors; develop legal descriptions and plat maps for the sale, acquisition and management of real property. Occasionally perform survey work in the field using both traditional and computerized methods; conduct field surveys using survey equipment; review, analyze and troubleshoot survey data; prepare related records and documents.

JOB CLASSIFICATION:

Exempt, Safety Sensitive

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Engineering Manager.

Exercises direct supervision over assigned land survey staff.

PRIMARY DUTIES--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Plan, prioritize, assign, supervise and review the work of assigned staff; participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
2. Perform a variety of complex, technical duties supporting the identification, sale, acquisition and management of real property; develop and certify legal descriptions and plat maps prepared by private land surveyors; prepare plat maps and legal descriptions for a variety of uses including major and minor subdivisions, annexations, land acquisitions, land sales, land management and voting districts.
3. Research and interpret land records, historical data and legal decisions to resolve land survey problems; examine deeds, records and obliterated physical survey evidence.
4. Prepare descriptions and sketches for City easements and rights-of-way.
5. Direct the preservation, maintenance and setting of survey monuments; monitor the staking on construction plans; analyze field measurement information to determine where locations monuments are to be set; file monument documents and plat maps with County and State authorities.
6. Oversee the gathering, processing and review of survey data for the City's GIS department; provide review and comments on projects submitted including subdivision plats, easement site plans and other engineering plans.
7. Respond to inquiries from citizens, affected property owners and/or their representative; assist other City staff with survey questions and documentation needs.
8. Participate in the development and implementation of goals, objectives and priorities; recommend and administer policies and procedures.

CITY OF GRAND JUNCTION

CITY SURVEYOR

9. Prepare and maintain a variety of reports, records and logs.
10. Perform other duties of a similar nature or level.

QUALIFICATIONS

Knowledge of:

Principles of supervision and training.
Operations, services and activities of land surveying.
Advanced real estate principles and practices.
Surveying, mapping and cartographic concepts, principles, practices and terminology; CADD drafting.
Methods and techniques of research and analysis.
Methods, techniques, procedures and equipment used in surveying.
Operational characteristics of surveying equipment and tools.
Design and construction theory and engineering design standards. Advanced principles of mathematics as applied to survey work including algebra, geometry and trigonometry.
Customer service procedures and principles.
Principles and practices of record keeping.
English usage, spelling, grammar and punctuation.
Modern office technology and equipment, including computers and related software applications.
Applicable tools and equipment operations.
Applicable Federal, State and local codes, laws and regulations.
Occupational hazards and standard safety practices.

Ability to:

Oversee, direct and coordinate the work of assigned staff.
Participate in the development and administration of program goals, objectives and procedures.
Analyze the intent of legal documents, land descriptions, surveys and legal precedents to make boundary determinations.
Research and interpret land records, historical data and legal decisions to resolve land survey problems.
Prepare, read and interpret plat maps, topographic maps and cartographic maps.
Develop and certify legal descriptions and plat maps prepared by private land surveyors.
Respond to requests and inquiries from the general public and City employees.
Establish and maintain accurate records, logs and files.
Interpret and apply Federal, State and local policies, laws and regulations.
Gather, interpret, record and apply field notes in the performance of survey duties.
Operate a variety of field surveying equipment in a safe and effective manner.
Perform complex mathematical calculations with speed and accuracy.
Establish and maintain accurate records, logs and files.
Operate and use modern office equipment including computer and various software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Speak, read, comprehend, and write the English language fluently.

Experience and Training Guidelines

Minimum Requirements:

Experience:

Three (3) years of increasingly responsible real estate or land surveying experience.

Training:

CITY OF GRAND JUNCTION

CITY SURVEYOR

Bachelor's degree from an accredited college or university with major course work in real estate, land surveying, engineering, business administration or a related field.

Other combinations of experience and education that meet the minimum requirements may be substituted.

License or Certificate

Possession of a valid Colorado driver's license.

Possession of a valid license as a Professional Land Surveyor in the State of Colorado

WORKING CONDITIONS

Environmental Conditions:

The job is performed in the following working environment:

Office environment; exposure to computer screens.

Field environment.

The following condition(s) may be present on a continuing basis:

Extreme temperatures

Intense noise

Local Travel

Physical Conditions:

The job is characterized by:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

The following physical activities are very or extremely important in accomplishing the job's purpose and are performed on a daily basis:

While performing the duties of this job, the employee is regularly required to balance, sit, stand, reach, walk, stoop, kneel, crouch, push, pull, lift, twist, demonstrate manual dexterity, grasp, talk, hear, and see. The employee is required to work outdoors in all weather conditions.