

SURVEYOR 1

CLASS DESCRIPTION

General Responsibilities:

This is responsible leadwork and specialized technical work serving as chief of a surveying crew in the Engineering Division. Work is characterized by the exercise of independent judgment, initiative and discretion in maintaining work schedules and priorities under the general guidelines and direction of a Principal Engineer.

This classification is not part of a progression series. Rather, advancement to the classification of Surveyor 2 depends on the needs of the department and is accomplished through a competitive process.

Examples of Duties and Responsibilities:

Lead survey crews and assigned employees such as Construction Inspector 1, Engineering Aide, Drafting Technician 2, Drafting Technician 1, and Engineering Aide (Hourly). Provide training and direction; evaluate work and provide input to management relative to hiring, firing, discipline, and the handling of employee grievances.

Perform layout and survey work on urban construction projects. Assume responsibility for accuracy in setting grades and keeping field notes. Oversee the operation of manual and computerized survey instruments; perform topographic surveys including locations, profiles, and cross-sections; set line and grade for sidewalk, curb and gutter, sanitary and storm sewers, landfills, parking lots, shoreline improvements, bridge construction and similar projects. Make preliminary surveys in order to determine boundary control for project design purposes.

Establish vertical control in order to set bench marks at water hydrant locations. Determine exact location and elevation of existing structures.

Transfer and compute grades, interpret design plans and specifications and determine lot boundary locations.

Deal tactfully with contractors, contracting employees, and the general public.

Keep accurate records and field notes and file necessary reports. Keep a daily record of time required and personnel involved on each project. Record information on time sheets, including time allocations for each project.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of surveying principles and techniques. Working knowledge of and ability

