#### **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

to use computer software applicable to the duties of the position. Working knowledge of all facets of Public Works construction projects. Working knowledge of principles and practices of engineering drawing and drafting, including computer-aided drafting. Knowledge of the use, adjustment and care of manual and computerized survey instruments and recordkeeping tools. Ability to keep records and prepare reports. Ability to work from oral and written instructions, plans and sketches. Ability to use trigonometric, logarithmic and curve data tables. Ability to lead assigned personnel effectively. Ability to deal tactfully with contractors, contracting workers and the general public. Ability to use manual and computerized surveying instruments. Ability to work outdoors in adverse weather conditions. Ability to walk through wooded, hilly, and undeveloped areas. Ability to maintain adequate attendance.

# **Training and Experience:**

Generally, positions in this classification will require:

Three (3) years of progressively responsible experience in the field of land surveying, including at least one year of experience as "chief-of-party" of a recognized survey crew. Such experience would normally be gained after graduation from an Associated Degree program in drafting, civil technology, surveying or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### **Necessary Special Qualifications:**

Ability to meet the transportation and mobility requirements of the position.

#### Physical Requirements:

Positions may require the ability to work outdoors in all types of weather conditions. Employees will have to physically access hilly, wooded, and underdeveloped areas.

Department/Division	Comp. Group	Range	Class Code
Engineering Division	15	12	456

Approved:		
**	Brad Wirtz	Date
	Human Resources Director	