

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> City Surveyor	<b>Job Code:</b> 2407
<b>Date:</b> November 13, 2017	<b>EEO Code:</b> TE
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is highly skilled engineering and project management, working as a registered Professional Land Surveyor and overseeing all field and office survey work.

**CLASSIFICATION STANDARDS:** The single position allocated to this classification is responsible to the Engineering Division Director or an assigned supervisor and performs all work under very limited direction. This work is distinguished from lower levels by its Professional Land Surveyor License and its higher level of technical and professional skills and supervisory duties.

**ESSENTIAL DUTIES:** Work as a Professional Land Surveyor on City projects; meet all survey state standards and ensure compliance with City, various regulations, and standard engineering principles; research and write property descriptions; prepare and submit for approval annexations, subdivision plats, roadway dedication plats, and easements on City property; approve private developments and City-submitted easements, permits, annexations, subdivision plats, and roadway dedication plats; sign, date, and stamp records and plats as required by State; prepare master plans for horizontal monument and vertical benchmark control systems; use GPS and robotic survey equipment to produce electronic surveys from field-to-finish, such as engineering design, topographic, street, and property surveys; use AutoCAD software to draw plats, working drawings, and preliminary engineering drawings; design and oversee major engineering projects; assist in selecting consultants and approving their assignments, parameters, and work; manage, review, and create concepts for extensive projects; review complex project plans, building permits, and traffic designs; research, prepare, and present statistical and analytical reports; develop and implement office policies, operating procedures, and survey practices; oversee training and ensure development of self and survey team in the areas of GPS, GIS and other surveying technologies; assist staff members as needed.

Assist in developing and monitoring project budgets and schedules; initiate extra work orders and approvals; approve reports of work done and project status; monitor and comply with bidding procedures; review project status with staff; represent City on various ad-hoc committees and boards; coordinate with City departments and other personnel; serve on general design and project review committees and suggest projects; may meet with the public to explain approval and permitting process; supervise, plan, and coordinate the work of assigned personnel, including scheduling workload and coordinating workflow; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline, if needed; make staffing decisions, including the hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation related to Surveying; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Land Surveying, or closely related field that meets state requirements for "Professional Land Survey"; and four (4) years of experience at the level of a licensed surveyor **OR** equivalent combination of job-related education and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

**License(s)/Certification(s):** A valid, lawful Driver's License is required. State Professional Land Surveyor License is required, or the ability to obtain such license within six (6) months of hire. Membership in the Utah Council of Land Surveyors (UCLS), the National Society of Professional Surveyors (NSPS), or an equivalent organization desirable.

**SELECTION FACTORS:** *Knowledge of:* current and advanced engineering and surveying principles and practices for planning and designing roads, bridges, infrastructure and other City projects; the principles and practices of municipal government, including departmental policies and practices; budget preparation and administration processes; related laws, codes, rules, and regulations governing surveying functions; the operations, functions, and terminology common to land surveying; basic English composition, spelling, and grammar. *Skill in:* work management and organization; advanced surveying computations; interpersonal relations in dealing with contractors, outside agencies and public officials; the use of CAD and GPS/GIS Operating Systems and all other surveying programs, tools, instruments, and equipment; practicing trust-building behaviors. *Ability to:* prepare and present complex reports in written and oral form that are clear, concise, accurate, and informative; run GPS Surveying System, Trimble, RTK Equipment, GEO XR, TSC3 and TSC2 Data Collectors, Auto CAD Civil 3D, ARC Info, and word processing and spreadsheet programs; read and understand highly complex engineering plans, concepts, and specifications; manage and supervise the activities and programs of assigned personnel; perform advanced field analyses; develop and maintain effective working relationships with the public, coworkers, county surveyor, county recorder, and superiors; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service; communicate effectively, both orally and in writing.

**TOOLS AND EQUIPMENT USED:** Computer, calculator, survey equipment (GPS, level, Robotic Total Station, etc.), vehicle.

**PHYSICAL DEMANDS:** Moderate to high physical activity. Required to push, pull, or lift medium weights. Uncomfortable working positions, such as stooping, crouching and bending. Walking through construction sites and development projects. Sitting and standing for prolonged periods.

**ENVIRONMENTAL FACTORS:** Exposure to dust, noise and periodic adverse weather at construction and job sites. Periodic exposure to high volume traffic areas and heavy construction equipment. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances.

  
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Department Director

11/1/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

11/13/17  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.