



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Land Surveyor ~vacant***

**Department: Public Works/Engineering**

**Reports to: City Engineer**

**Pay Grade: H14**

**Date Established: 3/2014**

**Date Revised: 10/2017**

**FLSA Status: Exempt**

#### **CLASSIFICATION SUMMARY**

The Land Surveyor is a professional position that provides support services for City Engineering Department on City infrastructure and capital improvement projects. Duties include field surveying and construction staking, survey research and verification, planimetric and topographic mapping, data collection, basic engineering design, construction management, assembling project plans and specifications for public bid, reviewing maps and construction drawings for accuracy and floodplain management. This position also includes writing legal descriptions under direction and setting survey monuments.

The job requires licensure as a Professional Land Surveyor through the Idaho Board of Professional Engineers and Land Surveyors, with knowledge and expertise of professional surveying methods and techniques, data collection, GIS and other computer mapping and modeling systems and construction management.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes both office and field environments. The field environment may include exposure to adverse weather conditions and working in high traffic areas or on construction sites.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Provides field and office support services for the City Engineering Department on City infrastructure and capital improvement projects, including emergency repair projects. Conducts field surveying and construction staking of elevations and site layout, survey research and verification, planimetric and topographic mapping, data collection of utility facilities and other items, basic engineering design, construction management, preparing project plans and specifications for public bid, reviewing maps and construction drawings for accuracy, and floodplain management, including determination of floodplain boundaries and preparing elevation certificates. Maintains and operates technologically advanced equipment such as GPS, total station and engineering levels.

Under direction, writes legal descriptions, sets survey monuments and stamps and signs survey maps, legal descriptions, records of survey, and other legal documents which require certification by a Professional Land Surveyor.

Performs field inspections to determine the accuracy of legal descriptions, existing surveys, topographic maps, elevations, engineering design, utility locations and floodplain boundaries. Provides construction staking including elevations, site layout and project boundaries.

Prepares plans and bid specifications for public bid, and provides construction management support and inspection on City and capital improvement projects. Coordinates work with contractors, engineers and architects, reviewing progress, troubleshooting and resolving construction issues.

Responds to public inquiries for records, maps, and information regarding City projects.

Directs and assists in training interns.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

#### **Knowledge of:**

- Methods, techniques, and objectives of land surveying;
- Methods, techniques, and objectives of preparing and reviewing for accuracy legal descriptions of property;
- GPS, surveying, mapping, and computer modeling systems;
- Methods, techniques, and objectives of construction project management and floodplain management;
- Customer service methods and techniques;
- Federal, state, City, and other applicable statutes, codes, and regulations applicable to land surveying, property descriptions, floodplain management and public works project design, bidding, and construction;
- Federal regulations and City policies regarding safe work practices;
- Operation of standard office equipment;
- Operation and troubleshooting of technologically advanced survey equipment;
- Operation of a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Provide field and office support for City Engineering Department on City infrastructure and capital improvement projects, including emergency repair projects;
- Review documents and perform field inspections to determine the accuracy of legal descriptions, existing surveys, records of survey, topographic maps, elevations, engineering design, utility locations and floodplain boundaries;
- Under direction, write legal descriptions, set survey monuments and stamps and sign survey maps, legal descriptions, records of survey and other legal documents which require certification by a Professional Land Surveyor;
- Conduct historical research of survey records;
- Collect field data including location of utility facilities and other items;
- Prepare planimetric and topographic maps;
- Perform basic engineering design;
- Prepare project plans and specifications for public bid;
- Provide field surveying and construction staking including elevations, site layout and project boundaries on City infrastructure and Capital Improvement Projects;
- Provide construction management support and inspection on City infrastructure and Capital Improvement Projects including in-field design and troubleshooting;
- Determine floodplain boundaries and prepare elevation certificates;
- Respond to public inquiries for records, maps, and information regarding property boundaries;
- Direct and assist in training interns;
- Operate a motor vehicle;
- Operate and maintain specialized land surveying and GIS equipment;
- Operate standard office equipment;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;

- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED; and
- Bachelor's Degree in geomatics or related field is required;
- Certification as a professional land surveyor in good standing by the State of Idaho within one year from the date of hire is required;
- Three(3) to five (5) years surveying and GIS mapping experience in addition to certification requirements is preferred;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.