



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

City Surveyor

Department: Public Works Reports to: Development Engineering Manager Pay Grade: H14
Date Established: 3/2014 Date Revised: 10/2017 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The City Surveyor reviews, prepares and certifies both external and internal legal descriptions, subdivision plats and other land title related documents to ensure boundaries are accurately described and in compliance with federal, state, city and other applicable statutes, codes and regulations. This position gives final approval of and assumes responsibility for all legally-bound land surveying work products. The position is also accountable for maintaining and archiving city related survey information in digital and hard copy form. This position has minimal supervision and is required to determine daily and long term objectives, goals and missions necessary to perform responsibilities, along with assigning others to perform tasks if necessary. The position is the City's primary contact for the dissemination of survey related information. The job requires certification as a professional land surveyor by the State of Idaho.

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 an indoor office setting and may include working in a field environment if necessary as determined by the incumbent. The field environment may include exposure to adverse weather conditions and working in high traffic areas. The noise level is generally moderate.

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

Reviews subdivision plats, legal descriptions, and other land title related documents for mathematical accuracy and compliance with federal, state, City, and other applicable statutes, codes, and regulations. Documents reviewed may include, but are not limited to, subdivision plats, easements, vacations, annexations, right-of-ways, and related land descriptions.

Prepares, signs, and certifies City survey maps and records requiring certification by a surveyor licensed by the State of Idaho.

Maintains and archives city related survey information in digital and hard copy form.

Responds to public inquiries for records, maps, and information regarding property boundaries, including mediating property disputes.

Coordinates with City departments and private contractors/developers to ensure City survey markers and monuments are intact after construction work.

Represents the City as a licensed, certified land surveyor in legal discussions and disputes.

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

The City Survey reports to the Public Works Development Engineering Manager and/or the Public Works Director.

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 satisfactorily 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 land legal descriptions;
- Geographic Information Systems and other data collection and computer mapping and modeling systems;
- Customer service methods and techniques;
- Federal, state, City, and other applicable statutes, codes, and regulations applicable to land surveying and property descriptions;
- City policies regarding safe work practices;
- Operation of standard office equipment;
- Operation of survey equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Review subdivision plats, legal descriptions, maps, and survey records to ensure boundaries are accurately described and recorded;
- Prepare legal descriptions of property;
- Review subdivision plats, legal descriptions, maps, and survey records for mathematical accuracy and compliance with federal, state, City, and other applicable statutes, codes, and regulations. Documents reviewed may include, but are not limited to, subdivision plats, easements, vacations, annexations, right-of-ways, and related land descriptions;
- Prepare, sign, and certify City survey maps and records requiring certification by a surveyor licensed by the State of Idaho;
- Maintain city related survey information in digital and hard copy form;
- Respond to public inquiries for records, maps, and information regarding property boundaries, including mediating property disputes, as needed;
- Coordinate with City departments and private contractors/developers to ensure City survey markers and monuments are intact after construction work;
- Represent the City as a licensed, certified land surveyor in legal discussions and disputes;
- Operate a motor vehicle;
- Operate land surveying 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
- Bachelors Degree in geometrics or a related field is required;
- Certification as a professional land surveyor in good standing by the State of Idaho is required;
- Geographic Information Systems mapping experience is preferred;
- Idaho driver's license.

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.