



## City of Irving Job Description

### Professional Land Surveyor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Capital Improvement Program (CIP)
<b>Job Code:</b>	K291	<b>Reports To (Job Title):</b>	City Engineer

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#### PURPOSE

To supervise, direct and coordinate the City's surveying activities with other divisions and departments.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Supervise surveying staff, which includes scheduling and assigning work activities, conducting performance evaluations, training staff, and monitoring work flow.
- Direct, coordinate and review the work plan for land surveying services and activities, assign work activities and projects, monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Provide professional land surveying assistance to the City with boundary disputes, property title issues, and land ownership questions.
- Coordinate land surveying activities with those inside Capital Improvements Program (CIP) and of other City departments.
- Use a variety of survey equipment to stake out future, on-going, and completed City projects.
- Review and interpret raw data collected from field surveying activities.
- Manage and correct field data for the engineering department.
- Solve complex survey mathematical calculations.
- Determine the location of boundary lines, easement boundaries, and rights-of-way.
- Research and obtain land records from County Deed Records.
- Provide accurate survey data to the public, engineering division(s), and contractors.
- Prepare and seal plats, right-of-way acquisition documents, easement documents, and other miscellaneous survey documents.
- Prepare and review legal descriptions of property boundaries that are utilized in conveyance of land or of land rights.
- Maintain the City survey programs, survey records, and survey information.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Recommend goals and objectives to assist in the development of policies and procedures.
- Requisition and maintain materials and equipment necessary for all surveying activities.
- Respond to and assist the general public, engineers, and contractors with questions, problems, and complaints regarding surveying activities.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 3 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and administer a work unit budget of \$6,000 annually.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- A Bachelor's degree, or equivalent, in land surveying, or a related science degree with major course work in land surveying.

### **EXPERIENCE**

- Five (5) years of survey experience, as well as two (2) years of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Texas Registered Public Land Surveyor
- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, is required.

### **KNOWLEDGE OF**

- Management and Supervision: Standard Operating Procedures, personnel motivation, oversight, and evaluation.
- Principles of surveying, design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Computers and Electronics: Various types of surveying hardware, computer hardware and software especially CAD and other technical surveying and drafting related programs.
- Mathematics: Advanced mathematical concepts, including algebra, geometry, and trigonometry related to surveying.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying extreme attention to detail in dealing with numbers, words, and ideas.
- Information Gathering: Knowing how to find information, and identifying essential information.
- Mechanical/Technical: Operating highly-complex computer equipment, including computer-driven communications and mapping systems.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Active Listening: Listening to what others are saying and asking questions as appropriate.

- Responsive Engagement: Actively listening and effectively communicating orally and in writing surveying issues to a variety of people ranging from the general public to construction contractors to professional technical and non-technical personnel.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

This position often interacts with departments such as Water Utilities, Traffic, Parks & Recreation, Police, Fire, Code Enforcement, Planning and Zoning, and Building Inspections. Often will interact with outside agencies such as Dallas County, Railroad, TxDOT's engineering inspectors, private developers, flood control districts, engineering design firms and residents.

## **EQUIPMENT AND PROPERTY**

This position utilizes survey equipment, personal computer, copier, fax, cell device and an automobile.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to carry, drive a vehicle, grasp, lift up to 25 pounds, kneel, smell, push or pull, reach, see, stand, stoop, listen, talk, and walk. Frequently, s/he is required to balance, climb, lift up to 100 pounds, and sit. Occasionally, s/he is required to crawl..

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally may encounter extreme vibrations, blood-borne pathogens, confining work spaces, dirty environment, electrical hazards, toxic or caustic materials, extreme temperature or weather conditions, air contamination, as well as, noise and/or traffic hazards. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.