



City of Tempe

LAND SURVEYOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	468	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$29.960577
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$40.446635
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Engineering Associate
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
 Receives direction from the Principal Civil Engineer, Senior Civil Engineer and/or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of experience performing a variety of technical civil engineering work, including two years in construction surveying work.
<i>Education:</i>	Equivalent to an Associate’s degree from an accredited college or university with major course work in civil engineering, land survey or degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of or required to be registered as a Land Surveyor within 6 months of hire.

ESSENTIAL JOB FUNCTIONS
 Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of technical field engineering and land survey work.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Completes complex and difficult survey assignments such as street reconstructions, storm drain, sewer, water projects, and structure deformation monitoring.
- Delineates rights of way; conducts topographic surveys for design projects; and, establishes control monuments for property surveys, construction staking, and aerial mapping control.
- Takes accurate notes, records, and sketches of work performed and data secured to document the results of the survey effort.
- Communicates with the general public, other City employees, vendors, management, and contractors to answer questions, resolve problems, and coordinate work assignments.
- Instructs and trains subordinates in a field and office setting regarding the technical aspects of surveying.
- Calculates stake out positions and other survey locations.
- Responsible for maintaining the City's coordinate system and all adjustments and corrections to the system.
- Responsible for all measuring devices involved in land surveying discipline.
- Uses a variety of computer programs such as COGO (coordinate geometry), CAD, and data transfer programs to analyze survey results and produce maps and survey data of all types for use by the general public, other City employees, vendors, management, and contractors.
- Plans, organizes and provides technical direction to survey personnel.
- Verify and analyze to ensure surveys are accurate; interprets the drawings in accordance with MAG standards and legal descriptions.
- Reviews and interprets legal descriptions; reviews plats to ensure they meet necessary City requirements.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 100 lbs. short distances;
- Move heavy objects 20-50 lbs. up to 20 feet;
- Operate City vehicles;
- Use various tools (i.e. hammers, wrenches, shovels, saws, wheels barrels, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Bend and stoop continuously and/or repeatedly;

- Remain in a standing or sitting position for extended periods of time;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Walk distances up to a ½ mile at a time; up to five miles per day on uneven surfaces;
- Work safely within high traffic conditions.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective April 2016

Revised March 2019 (PW Reorg – moved to Engineering & Transportation Department)