

LAND SURVEYOR

6444

Date: June 2007

Department/Division: Engineering

FLSA: Non-Exempt

Reports to: Chief Land Surveyor

PURPOSE OF POSITION

Under general direction of the Chief Land Surveyor, performs, directs, and approves the work of a land survey crew. Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Researches official records such as section corner ties, title descriptions, surveyor's records, and original government survey notes for information used in locating land corners.
- Directs the determination and recording of exact measurements between land corners, survey centerlines, and random lines to locate existing land corners or re-establish lost land corners.
- Contact landowners to obtain permission for survey crew to enter their property.
- Contacts public officials and utility representatives to notify them of work in progress pertinent to survey projects.
- Prepares and certifies United States Public Land Survey Corner Certificates required by Iowa Code chapter 355.11 and records them in the appropriate County Recorder's Office.
- Performs trigonometric, geometric, and algebraic calculations to close survey configurations and prove physical work.
- Prepares, seals and certifies Plats of Survey at the request of the Chief Land Surveyor.
- Prepares progress reports and reviews time sheets for survey crew; arranges overnight accommodations for same.
- Provides professional, technical, and functional support as a team member in committees within the Department.
- Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload and checking work; may make suggestions on selection, promotion and reassignments.
- Provides professional support and information to external and internal customers.
- Reads and understands engineering plans and specifications.
- Draws detailed plats of areas surveyed.
- Inspects completed and in-progress work for accuracy compliance with standards, and other related criteria.
- Works outdoors under adverse weather conditions.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from a course of two years or more in mathematics, physical sciences, mapping and surveying, or engineering in a school or college; successfully passing a written, oral or written and oral examination in fundamental land surveying (FLS), and ten years of practical experience, four of which have been since successfully passing the FLS; or possession of a current professional land surveyor's license as issued by the Iowa Board of Engineering and Land Surveying or the ability to obtain within one (1) year of placement in the position.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Though knowledge of land surveying laws and legal principles pertinent to determining and reestablishing real property boundaries. Knowledge of the operation and maintenance of survey instruments such as transits, levels, and theodolites. Knowledge of the operation and maintenance of specialized electronic equipment such as the total station, data collector, computer workstation, and Global Positioning System (GPS) receiver. Knowledge in the use of specialized computer software such as coordinate geometry, computer aided design and drafting (CADD) and data collection editors. Knowledge of agency policies and procedures governing expenditures, personnel, record keeping, safety practices, etc. Knowledge of mathematics including algebra, geometry and trigonometry. Knowledge of information sources to be consulted in determining land ownership and location of land corners.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City Council, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public; and the ability to relate to minorities, women, and other protected classes in the community at all socioeconomic levels.

Work Environment

Fifty percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Field conditions outdoors are varying weather conditions, with varying street level noises; and visiting locations within the community whose environment may be different from the City's. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area.

Special Requirements

Possession of a valid Iowa driver's license or the ability to provide reliable transportation. Registered as a Professional Land Surveyor with the Iowa State Board of Engineering Examiners. The granting of a license by the above board under its reciprocity rules is acceptable.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature	Date	Department Approval	Date
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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000456
Dated: June 4, 2007