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| CLASSIFICATION TITLE: City Surveyor | JOB NUMBER: 7078 | AFFILIATION: Unaffiliated (Non-Union) |
| REPORTS TO: Transportation & Development Manager | PAY GRADE: 22 | FLSA STATUS: Exempt |

GENERAL SUMMARY

Performs difficult skilled technical office work and occasional field work involving technical land surveying and Geographic Information System (GIS) technology applied to land division, real estate transactions, design and construction of Public Works projects, infrastructure records, and related work as apparent or assigned. Work is performed under the general direction of the Transportation and Development Manager (supervisor). Continuous supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Supervises, motivates and provides direction and guidance to assigned staff; evaluates and reviews work performance for acceptability and conformance with department standards, goals and/or City competencies; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees according to established guidelines.
- Plans, organizes, and performs a variety of technical engineering surveying activities related to the design, property acquisition, and construction of Public Works engineering projects; oversees the creation and maintenance of the GIS databases and Public Works Infrastructure maps.

- Performs preparatory work such as deed research, court record searches, utility location, data collection, and reviews preliminary calculations.
- Consults with engineers, contractors, real estate professionals, and developers before survey work is assigned; establishes priorities and time lines; coordinates and schedules the activities of the surveying staff, monitors work status and progress to assure accuracy, compliance, and timely completion of survey projects.
- Translates survey data for use in finished documents such as plats, deeds, maps, or drawings; prepares legal description of property to be acquired or disposed of; prepares records of survey, corner records, and other reports; creates, reviews, and approves parcel boundary descriptions, easement descriptions, and land segregation documents.
- Creates and manages a system of survey control that facilitates accurate survey work by the City and private surveyors working on properties within the City; reviews and responds to public requests and complaints regarding assigned areas and land survey related matters; attempts to resolve the issues or directs to the appropriate individual to achieve a speedy resolution.
- Acts as the lead for property decisions such as dedications, vacations, and relinquishments for the City's inventory of public rights of way and public easements.
- Directs and oversees the operation of survey equipment; participates on a survey crew; uses modern surveying, engineering, and drafting hardware, software, principles, and techniques; reduces data from field devices; operates specialized survey equipment in the field to gather design information or to perform construction staking for City projects.
- Establishes and maintains City survey records and surveying data bases; maintains and manages the as-built record data for private development and City projects; assists in the preparation and maintenance of various records and files related to surveying activities.
- Oversees and directs the planning, design, and use of GIS technology in the service of Public Works operations and engineering.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

- Principles, practices, methods, and techniques of land surveying, including boundary determination, preparation of legal descriptions, and Geographic Information Systems.
- Modern land surveying methods as applied to the design and planning of public works, public utilities, transportation, and general construction projects.
- Application of Geographic Information Systems to asset management programs for Public Works infrastructure.
- Applicable city, state, and federal laws, codes, regulations, specifications, standards, policies, and procedures.
- Computers and related surveying software and hardware.
- Trigonometry and algebra formulas and calculations.
- State and Labor & Industries health and safety standards.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Oral and written communication skills.
- Correct English usage, grammar, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy
- Tools and equipment used in land surveys.
- Technical aspects of field of specialty.
- Policies and objectives of assigned program and activities.
- Health and safety regulations.
- Proper methods of storing equipment, materials, and supplies.

Skills and Abilities to:

- Schedule, coordinate, and review surveying and GIS projects for the City.
- Set up, calibrate, operate, and maintain technical surveying equipment.
- Utilize advanced mathematics including algebra, trigonometry, and geometry.
- Maintain records and prepare reports.
- Train and provide work direction to assigned staff.
- Analyze situations accurately and adopt an effective course of action.
- Operate a computer and other electronic devices to enter data, maintain records, and generate reports.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Obtain Washington State Professional Land Surveyor License within one (1) year of hire and maintain throughout employment.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in surveying, engineering technology, or related field, and three (3) years experience in land surveying, engineering services, including two (2) years in a lead or supervisory role, or an equivalent combination of education and experience.

COMPETENCIES

Supervisory

- **Foster Teamwork**: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- **Prioritize Work and Commitments**: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- **Drive for Team Results**: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- **Manage Employee Performance**: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific,

timely, and meaningful performance reviews.

Foundational

- **Use Technical/Functional Expertise**: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance**: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service**: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively**: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely**: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting, reaching with hands and arms, pushing or pulling and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in

high, precarious places, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.



Human Resources Director



Date



Department Head



Date



City Manager or Authorized Designee



Date