



CLASSIFICATION TITLE: Professional Land Surveyor	JOB NUMBER: 7188	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: City Surveyor	PAY GRADE: 19	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs difficult skilled technical work related to the design and construction of various Public Works projects, and related work as apparent or assigned. Work is performed under the general direction of the City Surveyor ("supervisor"). Limited oversight is exercised over the Survey Technician classification.

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. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Plans, organizes and performs a variety of technical engineering surveying activities related to the design and construction of Public Works engineering projects; coordinates the activities of the surveying crew; establishes priorities and time lines; monitors work status and progress to assure accuracy, compliance and timely completion of survey projects.
- Leads field-survey crews to perform technical measurement of geographic features, construction staking, topographic surveys, and other related activities; conducts surveys and computes and records field survey notes.
- Performs preparatory work such as deed research, court record searches, utility location, data collection and reviews preliminary calculations; consults with engineers, contractors and developers before survey work is assigned; performs project research and makes preliminary calculations and records.
- 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.

- Reviews and responds to public requests and complaints regarding assigned areas and land survey related matters; attempts to resolve the issues or directs the individual to the appropriate individual to achieve a speedy resolution.
- Provides written and verbal reports as necessary on assigned projects and contracts; prepares reports for outside groups, city council, commissioner or other as requested; maintains City survey records and surveying data bases; assures the preparation and maintenance of various records and files related to surveying activities.
- 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 books; operates specialized survey equipment in the field to gather design information or to perform construction staking for city projects.

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:

- Principles of training and providing work direction.
- Principles, practices, methods and techniques of land surveying, including boundary determination and preparation of legal descriptions.
- Modern land surveying methods as applied to the design and planning of public works, public utilities, transportation and general construction projects.
- 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
- Technical aspects of field of specialty.
- 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.
- Principles, practices, techniques and terminology of civil engineering.

Skills and abilities to:

- 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 surveying crew.
- 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

- Possess and maintain a current Washington State Professional Land Surveyor License.
- Valid driver's license.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in surveying, engineering technology, or related field and five (5) years of progressively responsible experience in land surveying, engineering technology, or equivalent combination of education and experience.

COMPETENCIES**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.

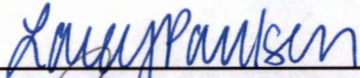
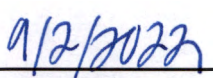
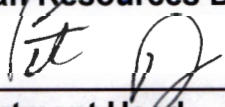
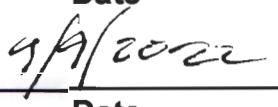
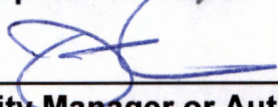
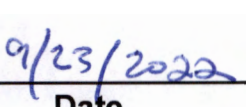
This work requires the regular and punctual attendance at the office or other assigned locations; work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires reaching with hands and arms, frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, pushing or pulling, lifting and repetitive motions and occasionally requires climbing or balancing and 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 and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts, exposure to the risk of electrical shock and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic

chemicals and exposure to outdoor weather conditions; work is generally in a loud noise location (e.g. grounds maintenance, heavy 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