



Office of Human Resources  
Deputy City Surveyor - CE3201  
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### General Statement of Duties

Manages a functional and operational professional surveying group, which includes implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately.

### Distinguishing Characteristics

The Deputy City Surveyor is distinguished from the City Surveyor who is responsible for directing the surveying functions of the city as well as professional Land Surveyors.

### Level of Supervision Exercised

Manages a work group(s) within a division by supervising supervisors and/or individual contributors.

### Essential Duties

Administers the right-of-way acquisition processes in the engineering division including contract administration for appraisal services, title commitments and purchase agreements.

Ensures legal descriptions and surveys presented to the City conform with the official records of the City and policies regarding private and public development.

Manages, reviews, and approves surveys for land acquisition and dispositions performed by city crews and private contractors.

Develops and implements policies and procedures regarding the establishment and maintenance of survey control monuments.

Manages contracts or projects by overseeing the work of contractors, consultants, and related personnel who have been assigned responsibility for various portions of the project, monitor. Monitors projects for conformance to survey requests and approved plans.

Coordinates survey control with local jurisdictions, federal, and state agencies.

Administers the review and approval of private and public development as required by state statutes, county and city policies.

Ensures staff and financial resources are utilized appropriately and shifts resources based on business needs within budget restraints.

Analyzes and determines the need for boundary and right-of-way land surveys to establish and maintain survey control monuments.

Implements initiatives, and achieves goals, objectives, and key performance indicators (KPIs) for the section. Optimizes performance of the section by meeting or exceeding the established KPI performance benchmarks.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Decision Making – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

Knowledge of surveying principles and practices sufficient to be able to oversee all aspects of a surveying projects, policies and procedures.

Knowledge of legal principles and standards sufficient to be able to ensure consistency with the Denver Revised Municipal Code, Colorado Revised Statutes, and the Rules of Licensure for Architects, Professional Engineers and Professional Land Surveyors.”

Skill in exercising a high degree of initiative, judgement, discretion, and decision making to achieve organizational objectives.

### **Education Requirement**

Bachelor's Degree in Surveying, Engineering or related field.

### **Experience Requirement**

Three (3) years of experience supervising the surveying functions and professional Land Surveyors.

### **Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

Licensure as a Professional Land Surveyor (PLS) issued by the Colorado State Board of Licensure for Professional Land Surveyors at the time of application.

Licensure as a Professional Land Surveyor (PLS) by another state will be accepted in lieu of this requirement providing the applicant is licensed by the State of Colorado by the completion of the probationary period.

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to temperature changes

Noise: sufficient noise to cause distraction.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to varying and unpredictable situations.

Subject to: traffic, roadways, and pedestrians.

**Level of Physical Demand**

1-Sedentary Work (0 - 10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object; usually by hand, arm, or shoulder.

Eye/Hand/Foot Coordination: performing work through the use of two or more.

Field of Vision: ability to see peripherally.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working the hand(s).

Hearing/Talking: Hear and determine direction of sound.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Sitting: remaining in the normal seated position.

Standing: remaining one one's feet in an upright position.

Talking: Expressing or exchanging ideas by means of spoken words

Walking: moving about on foot.

Written Comprehension

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

Licenses/Certification

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months

**Class Detail**

**Pay Grade: E-817**

**FLSA Code: Y**

**Established Date: 8/11/2019**

**Established By: AD**

**Revised Date:**

**Revised By:**

**Class History:**