



Office of Human Resources
Land Surveyor - CE0415
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs full performance professional land surveying work requiring independent application of the principles and practices of land surveying.

Distinguishing Characteristics

This classification describes the fully functional, licensed professional land surveyor (PLS) that creates, reviews and certifies survey documents and legal records. Positions in this classification have responsible charge to oversee all aspects of boundary and area surveying. This classification is distinguished from Senior Land Surveyor which is a supervisory classification which supervises or coordinates the work of Surveying Technicians, Surveying Associates, and Land Surveyors and oversees the work of contractors and consultants.

Level of Supervision Exercised

By position, performs lead work over para-professional employees.

Essential Duties

Performs land surveys including subdivision checks, laying-out of property lines, deformation studies, and geographic information systems (GIS) and ties to state plane coordinate system.

Prepares and checks legal descriptions for properties, plans, ordinances, easements, and agreements.

Prepares, signs and seals land survey plats and exhibits in accordance with state statutes.

Directs the establishment and maintenance of survey control monuments and related data and performs statutory survey certification duties.

Directs the acquisition of field data required to authoritatively position fixed works or cadastral relative to geodetic control.

Files monument records in accordance with state statute.

Performs or directs field data collection and layout for construction and design projects.

Researches city ownership, right-of-way, and other property issues.

Resolves conflicting data elements by authoritative interpretation of maps, deeds, or other land title documents.

Analyzes, adjusts, or transformation of cadastral data of the parcel layer with respect to the geodetic control layer within a GIS resulting in the affirmation of positional accuracy.

By position, develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

By position, resolves problems encountered during daily operations and determine appropriate solutions.

By position, creates maps and geo-referenced databases representing authoritative locations for boundaries, the location of fixed works, or topography.

By position, contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

By position, responds orally to informal grievances and relays information to the supervisor.

By position, documents a situation which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned or requested.

Any one position may not include all of 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

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the concepts, principles, theories, and methods used in the measurement or determination of land boundaries, distances, elevations, areas, angles, and other features of the earth's surface.

Knowledge of land geographic information systems, surveying computations, and boundary law sufficient to be able to perform land surveys and define property lines.

Knowledge of rules, regulations, and requirements for Subdivisions, Planned Unit Developments (PUD), and Planned Building Groups (PBG).

Knowledge of the requirements for Revocable Permits, Right-of-Way Dedications, Street and Alley Vacations and Easement Relinquishments.

Knowledge of research of City ownership, right-of-way and other property issues.

Skill in interpreting, adapting, and applying appropriate written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Education Requirement

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

Experience Requirement

Two (2) years of experience of the type and level of Staff Land Surveyor.

Education & Experience Equivalency

One (1) year 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

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

Licensure as a Professional Land Surveyor (PLS) issued by the Colorado State Board of Licensure for Professional Engineers and 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.

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

Working Environment

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure to cold temperatures, cold enough to cause marked bodily discomfort.

Potential exposure to heat temperatures, hot enough to cause marked bodily discomfort.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Noise: sufficient noise to cause distraction.

Personal Safety: aware of surroundings, people, and events.

Subject to injury from moving parts or equipment or vehicles.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

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

Balancing: maintaining body equilibrium to prevent falling.

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

Climbing: ascending or descending objects usually with hands/feet.

Crouching: bending body downward and forward by bending legs.

Depth Perception: ability to judge distances and space relationships.

Eye/hand/foot coordination: performing work through using two or more.

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

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

Hearing: perceiving the nature of sounds by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Pulling: exerting force on an object so that it is moving to the person.

Pushing: exerting force upon an object so that the object is away.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

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

Stooping: bending the body by bending spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot.

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-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: