



Office of Human Resources
City Surveyor - CE0381
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General Statement of Duties

Responsible for directing the surveying functions of the city as well as professional Land Surveyors. This employee will function as the city surveying expert through project permitting, development and performance of professional surveying services and performs the statutory duties of the County Surveyor.

Distinguishing Characteristics

The City Surveyor is distinguished from the Deputy City Surveyor who is responsible for managing the surveying functions and projects in the Surveying division.

Essential Duties

Determines the City's vision in land surveying, mapping, and utility locating, and assisting in right-of-way acquisition.

Represents Denver County as the County Surveyor in conformance with Colorado State Statutes.

Directs and administers contracting for professional land surveying adhering to City policies and procedures.

Directs and administers the research of City ownership, right-of-way, and other property issues including the analysis, adjustment 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.

Directs and administers the review and/or approval of right-of-way dedication and vacation ordinances. Coordinates survey control with local jurisdictions, federal, and state agencies.

Determines the need of land surveys to establish and maintain survey control monuments.

Represents the division in meetings with elected and/or appointed officials and other city entities. Serves as a city representative on various committees across the State of Colorado.

Maintains the City's geodetic survey control monuments, which includes: inspecting monuments, coordinating the replacement of monuments with external contractors and coordinating control upgrades.

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

Implements policies, programs, operating procedures and practices for the division and effectively manages operating costs. Ensures all budgets remain at or below established targets.

Works with the management team and staff to recommend strategic initiatives, goals, and objectives for the division and once approved, to implement them.

Monitors and directs daily operations to ensure policies and procedures are correctly interpreted and followed. Ensures goals and objectives are met, services are being provided efficiently and effectively, and takes corrective action when needed.

Establishes and implements division's standards, procedures, systems and guidelines. Provides expertise and consultative guidance to internal and external stakeholders as assigned which may include elected and appointed officials, citizens, and members of the business community.

Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

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

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.

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

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

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.

Level of Supervision Exercised

Directs a division of a department or oversees a small office or independent agency by supervising managers, supervisors, and may supervise individual contributors.

Education Requirement

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

Experience Requirement

Five (5) years' experience managing 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.

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

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Subject to varying and unpredictable situations.

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.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

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-819

FLSA Code: Y

Established Date: 8/11/2019

Established By: AD

Revised Date:

Revised By:

Class History: