



Career Service Authority

Page 1 of 6

City Surveyor

GENERAL STATEMENT OF CLASS DUTIES

Manages the surveying functions of the City including the work of two or more Land Surveyors and associated personnel and performs professional land surveyor duties as required by the Colorado Constitution, Colorado Revised Statutes and the Revised Municipal Code of the City and County of Denver.

DISTINGUISHING CHARACTERISTICS

The City Surveyor classification is at the apex of the professional land surveying career ladder. This classification has responsible charge for representing the City in boundary disputes, reviewing and approving land development and subdivision plans, boundary and right-of-way surveys, survey control and monuments, legal descriptions and land title matters, street names and addresses, and billing developers for plan review fees.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated vision and objectives for the division or agency.

Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or agency. Duties performed include operational and organizational planning; developing standards, schedules, priorities, guidelines, processes and measurement (evaluation) systems; implementation of production and performance management standards; and allocating resources.

Employee is responsible for implementing operational goals and objectives and for the management of a range of complex divisions and/or city wide responsibilities and overall functions in which several projects and programs may be in progress with simultaneous, multiple resource involvement. Develops solutions to organizational and operational problems; responsible for organizational management (development, staffing, and conflict); and allocating resources.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and knowledge are required. Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

Level of Supervision Exercised:

Supervises two or more Land Surveyors.

ESSENTIAL DUTIES

Supervises the work of engineering and land surveying subordinate supervisors and support staff engaged in review, approval, and mapping of plats for subdivisions, planned building groups, planned unit developments, and annexations.

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

Administers and approves boundary and right-of-way surveys and represents the city in boundary disputes as an expert witness.

Directs and administers the establishment and maintenance of survey control monuments and documents and examines survey plats and maps to ensure proper content, form, and compliance with Colorado Revised Statutes and Board Rules.

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

Directs and administers the review and/or preparation of land descriptions and exhibits.

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.

Directs and administers the preparation and processing of easement and indemnity agreements.

Develops the performance enhancement plan, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; adjusts work plans/activities as a result of budget changes.

Performs other related duties as assigned or requested.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Oral Communication - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Leadership - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Decisiveness - Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

Human Resources Management - Empowers staff by sharing power and authority; develops lower levels of leadership, pushing authority down and out throughout the org.; shares rewards with staff; ensures staff are properly selected, used, appraised, and developed, and are treated fairly.

Self-Direction - Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

Team Building - Manages group processes; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

Technical Competence - Understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise (for example, engineering, physical science, law, or accounting); maintains credibility with others on technical matters.

Influencing/Negotiating - Persuades others; develops networks and coalitions; gains cooperation from others to obtain information and accomplish goals; negotiates to find mutually acceptable solutions; builds consensus through give and take.

Client Orientation - Anticipates and meets the needs of clients; achieves quality end-products; is committed to improving services.

Planning and Evaluating - Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.

Managing Diverse Workforce - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.

Creative Thinking - Develops new insights into situations and applies innovative solutions to make organizational improvements; designs and implements new or cutting-edge programs/processes.

Internal Controls/Integrity - Assures that effective internal controls are developed and maintained to ensure the integrity of the organization.

Vision - Envisions a long-term view and initiates organizational change for the future; builds the vision with others; spots opportunities to move the organization toward the vision.

Knowledge of supervisory theories and methods sufficient to be able to delegate responsibility and assignments to subordinate personnel.

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

Knowledge of geographic information systems.

Knowledge of land surveys for compliance with sound surveying practices and state statutes.

Knowledge of monument maintenance and platting standards sufficient to be able to ensure consistency with Colorado Revised Statutes and Board Rules.

Knowledge of right-of-way standards sufficient to be able to ensure consistency with Colorado Revised Statutes and Board Rules.

Knowledge of legal principles and standards sufficient to be able to ensure consistency with Colorado Revised Statutes and Board Rules.

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.

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

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

Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public.

Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.

Skill in preparing professional reports that clearly express and convey ideas and concepts.

Skill in using a computer and various software packages

Skill in applying the principles of staff development to provide staff training and cross training.

Physical Demands:

Sitting: remaining in the normal seated position.

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

Hearing: perceiving the nature of sounds by the ear.

Working Environment:

Subject to many interruptions

Pressure due to multiple calls and inquiries

Subject to varying and unpredictable situations

Education Requirement:

Baccalaureate Degree in surveying, engineering, science or a related field.

Experience Requirement:

Three years experience having responsible charge for land surveying of the type and level of Senior Land Surveyor.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Additional appropriate experience may be substituted for the minimum education requirement on a one year for one year basis. Appropriate experience is defined as land surveying experience gained since professional licensure was obtained.

Licensure and/or Certification:

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.

Possession of a valid Colorado Class "R" Drivers License at the time of application.

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 03/16/2006

REVISED BY: Jerome Cooper

CLASS HISTORY The minimum experience requirement was revised.