



## Career Service Authority

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# Land Surveyor

### GENERAL STATEMENT OF CLASS 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.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

***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 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.

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.

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 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.

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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:***

**Surveying** - 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.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Technology Application** - Uses machines, tools, instruments, or equipment effectively; uses computers and computer applications to analyze and communicate information in the appropriate format.

**Mathematical Reasoning** - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

**Spatial Orientation** - Knows one's location in relation to the environment; determines where other objects are in relation to one's self (for example, when using a map).

**Self-Management** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**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.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Self Esteem** - Believes in own self-worth; maintains a positive view of self and displays a professional image.

**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.

**Cartography** - Knowledge of the concepts, principles, theories, and methods related to the research, design, development, or revision of maps, charts, and related cartographic products, and photogrammetric and cartographic processing.

**Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

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

**Learning** - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

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

**Memory** - Recalls information that has been presented previously.

**Creative Thinking** - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

**Stress Tolerance** - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

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.

Knowledge of professional land surveying standards and regulations sufficient to be able to ensure adherence to stated requirements.

Knowledge of survey principles and procedures sufficient to be able to certify surveys performed by city personnel.

Knowledge of supervisory principles and practices sufficient to be able to assist in the development of employee performance evaluations.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Skill in using a computer and various software packages.

Skill in using land geographic information systems and knowledge of standard legal practices and interpretations.

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.

### ***Physical Demands:***

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

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

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

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

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

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

Balancing: maintaining body equilibrium to prevent falling.

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

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

Crouching: bending body downward and forward by bending legs.

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

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

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

Hearing: perceiving the nature of sounds by the ear.

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

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

### ***Working Environment:***

May be exposed to extremes of heat and cold.

May be exposed to sufficient noise to cause distraction.

May be exposed to conditions where there is danger to life and body (automobile traffic).

May be exposed to atmospheric conditions that affect the skin or respiratory system.

### ***Education Requirement:***

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

### ***Experience Requirement:***

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

**Education/Experience Equivalency:**

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

**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

**ESTABLISHED BY:** Jerome Cooper

**REVISED DATE:** 02/01/2006

**REVISED BY:**

**CLASS HISTORY** This classification description was revised to update the format, general statement of duties, essential duties, and minimum qualifications.