



Career Service Authority

Surveying Associate

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GENERAL STATEMENT OF CLASS DUTIES

Supervises a field crew and performs land surveys requiring the application of land surveying principles and practices under a professional land surveyor (PLS) in responsible charge.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Senior Surveying Technician which is a non-supervisory surveying technician classification and is typically a member of a surveying crew supervised by the Surveying Associate. This classification is also distinguished from the Staff Land Surveyor classification which requires enrollment as Land Surveyor Intern issued by the Colorado State Board of Licensure for Professional Engineers and professional Land Surveyors.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

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, gathered or presented and presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Supervises two or more para-professional employees.

ESSENTIAL DUTIES

Chief of party on a survey crew working on standardized projects such as sewer replacement and extensions, street improvements, drainage structures, hangar repairs, apron overlays, and other projects requiring technical surveying work, and requiring advanced mathematical calculations.

Lays out right of ways, horizontal and vertical alignments, cut and fill areas, and records and supervises rehabilitation and restoration of survey control points and monuments, and other surveying; provides data to contractors; may identify, recommend, and coordinate design modifications to meet field conditions or unforeseen problems.

Calculates and maintains estimates of amount of work completed and materials used, files job as-built plans, site pre-survey, and project survey reports, and prepares project progress reports.

Interprets drawings and specifications, makes on-site inspections, and provides recommendations for problem resolution.

Assists in reviewing legal descriptions, plans, ordinances, easements, agreements, prepares exhibits and maps, scans and updates databases.

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; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

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.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

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.

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

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

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.

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.

Leadership - Inspires, motivates and guides others toward goals; coaches, mentors and 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.

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.

Supervising a Diverse Workforce - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Human Resources Management - Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly.

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

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.

Decisiveness - Makes sound and well-informed decisions; perceives the impact and implications of decisions. 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.

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

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

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).

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

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.

Eye-Hand Coordination - Accurately coordinates one's eyes with one's fingers, wrists, or arms to perform job-related tasks (for example, to move, carry, or manipulate objects).

Knowledge of supervisory principles and practices sufficient to be able to perform elements of full, formal supervision.

Knowledge of supervisory principles and practices sufficient to be able to develop an employee performance enhancement plan and determine priorities.

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in responding to grievances and in problem resolution/developing alternatives.

Knowledge of surveying principles and practices sufficient to be able to provide support, troubleshoot, and resolve operational problems.

Knowledge of mathematics sufficient to be able to understand and apply engineering and surveying formulas to a variety of applications.

Knowledge of geographic information systems and standard legal practices and interpretations.

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 engineering principles and theories sufficient to be able to resolve design and construction problems that are not specifically covered by code, standards, or plans.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Skill in using a computer and various software packages.

Skill in estimating the cost of materials, equipment, and labor.

Skill in reading and interpreting work orders, plans, sketches, drawings, and/or schematics.

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.

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:

Two years of college in surveying, engineering, science or related field.

Experience Requirement:

Three years of experience of the type and level of Senior Surveying Technician.

Education/Experience Equivalency:

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

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:

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: Nonexempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Jerome Cooper

REVISED DATE: 03/16/2006

REVISED BY:

CLASS HISTORY A new job classification that replaces Construction Survey Engineer.