



City of Tempe

LAND SURVEYOR

JOB CLASSIFICATION INFORMATION

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| <i>Job Code:</i> | 468 | <i>Department:</i> | Engineering & Transportation |
| <i>Supervision Level:</i> | Non-Supervisor | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Sr. Engineering Associate |
| <i>Safety Sensitive / Drug Screen:</i> | Yes | <i>Physical:</i> | Yes |

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives direction from the Principal Civil Engineer, Senior Civil Engineer and/or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

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| <i>Experience:</i> | Four (4) years of civil engineering experience, including two (2) years in construction surveying work. |
| <i>Education:</i> | Equivalent to an associate degree from an accredited college or university with major course work in civil engineering, land survey or degree related to the core functions of this position. |
| <i>License / Certification:</i> | <ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of, or required to be obtain within six (6) months of hire, a Land Surveyor certification. |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of technical field engineering and land survey work.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Completes complex and difficult survey assignments such as street reconstructions, storm drain, sewer, water projects, and structure deformation monitoring.
- Delineates rights of way; conducts topographic surveys for design projects; and, establishes control monuments for property surveys, construction staking, and aerial mapping control.
- Takes accurate notes, records, and sketches of work performed and data secured to document the results of the survey effort.
- Communicates with the general public, other City employees, vendors, management, and contractors to answer questions, resolve problems, and coordinate work assignments.
- Instructs and trains subordinates in a field and office setting regarding the technical aspects of surveying.
- Calculates stake out positions and other survey locations.
- Responsible for maintaining the City's coordinate system and all adjustments and corrections to the system.
- Responsible for all measuring devices involved in land surveying discipline.
- Uses a variety of computer programs such as COGO (coordinate geometry), CAD, and data transfer programs to analyze survey results and produce maps and survey data of all types for use by the general public, other City employees, vendors, management, and contractors.
- Plans, organizes and provides technical direction to survey personnel.
- Verify and analyze to ensure surveys are accurate; interprets the drawings in accordance with MAG standards and legal descriptions.
- Reviews and interprets legal descriptions; reviews plats to ensure they meet necessary City requirements.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 100 lbs. (short distances);
- Move heavy objects 20-50 lbs. (up to 20 feet);
- Operate City vehicles;
- Use various tools (i.e. hammers, wrenches, shovels, saws, wheels barrels, etc.);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Bend and stoop continuously and/or repeatedly;
- Remain in a standing or sitting position for extended periods of time;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time;
- Walk distances up to a ½ mile at a time; up to five miles per day on uneven surfaces;
- Work safely within high traffic conditions.

| COMPETENCIES | | |
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| CLASSIFICATION LEVEL | INCLUDES | COMPETENCIES |
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p> | | |

| JOB DESCRIPTION HISTORY |
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| <p><i>Effective April 2016</i> <i>Revised March 2019 (PW Reorg – moved to Engineering & Transportation Department)</i></p> |