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|------------------|-------------------|----------------------------|-----------|
| <b>Job Title</b> | Licensed Surveyor | <b>FLSA Status</b>         | Exempt    |
| <b>Band</b>      | PRO               | <b>Probationary Period</b> | 12 Months |
| <b>Zone</b>      | 6                 | <b>Job Code</b>            | 13174     |

### Class Specification – Licensed Surveyor

**Summary Statement:**

The purpose of this position is to maintain, establish, or locate various types of survey monuments in and around the City including property corners, section corners, reference points, and bench marks; to delineate road and utility rights-of-way and City owned property; and to place survey points for the construction of various civil improvements including roads, bridges, drainage facilities and utilities. This is accomplished by staff scheduling and management, coordinating with other departments and agencies, and planning surveying projects.

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| <b>Essential Functions</b>                                   | Note: Regular and predictable attendance is an essential function in the performance of this job.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Time %</b><br><small>(All below must add to 100%)</small> | Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.                                                                                                                                                                                                                                                                                                                                                                                              |
| 45%                                                          | Maintain, establish, or find various types of survey monuments in and around the City including property corners, section corners, reference points and benchmarks; determine location of rights-of-way, property, roads, and easements; calculate, control, traverses, and mathematically manipulate the data; calculate measurements, quantities, and distances by computer and hand using complex surveying, trigonometric, and geometric mathematical formulas.                                                                                       |
| 25%                                                          | Research plats, plans, and legal descriptions by accessing existing records from the County Clerk, Land Development, or City Treasurer's Offices; interpret legal descriptions as appropriate; and gather topographical and cross-sectional data for use in the design of drainage systems, streets, sidewalks, and various utilities.                                                                                                                                                                                                                    |
| 20%                                                          | Locate various controlling monuments in the field using metal locators, measuring devices, surveying instruments, and hand tools; monument City owned property and rights-of-way in the field with electronic survey instruments and hand tools; read and interpret construction drawings and place offset survey stakes for construction of civil improvements; ensure proper layout, marking, and staking of these projects; produce and maintain cut sheets, sketches, and layouts; and schedule the location and excavation of underground utilities. |



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| 10% | Provide staff management by coordinating training and development; provide guidance; may oversee work activities; and may provide technical supervision. |
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| <b>Competencies Required:</b>                                                                                                                                                                                                                                                                                                       |  |
| Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.                      |  |
| Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.                                           |  |
| Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.                                             |  |
| Writing: Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college or above. However, it may be obtained from experience and self-study. |  |

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| <b>Technical Skills Required:</b>                                                                                                                                                                                                                                                                              |  |
| Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. |  |

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| <b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below. |  |
| Education: Bachelor’s degree from an accredited college or university with major coursework in civil engineering, planning, or a related field.                                                                                                             |  |
| Experience: Five years of full-time responsible experience in professional land surveying.                                                                                                                                                                  |  |



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| <b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses. |           |
| Colorado Driver's License                                                                                            | Upon hire |
| Colorado Land Surveyor License                                                                                       | Upon hire |
| Certifications required in accordance with standards established by departmental policy.                             |           |

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| <p><b>Supervision Exercised:</b><br/>         Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.</p> <p><b>Supervision Received:</b><br/>         Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.</p> |
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| <p><b>Fiscal Responsibility:</b><br/>         This job title has no budgetary/ fiscal responsibility.</p> |
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| <p><b>Physical Demands:</b><br/>         Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</p> |
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| <b>Environmental Conditions</b>      | <b>Frequency</b>   |
|--------------------------------------|--------------------|
| Primary Work Environment             | Office Environment |
| Extreme Temperature                  | Seasonally         |
| Wetness and Humidity                 | Seasonally         |
| Respiratory Hazards                  | Never              |
| Noise and Vibrations                 | Never              |
| Physical Hazards                     | Never              |
| Mechanical and/or Electrical Hazards | Rarely             |
| Exposure to Communicable Diseases    | Rarely             |



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**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, standard office equipment, and land surveying equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2015