

**CITY OF WATERTOWN  
JOB DESCRIPTION**



Title:	<b>Licensed Surveyor</b>	Employee Group:	Non-represented
Department:	Public Works	Pay Grade:	165
Reports To:	Assistant City Engineer	FLSA Status:	Exempt

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**POSITION SUMMARY**

This position is responsible to manage and coordinate surveying and investigation of land to ensure compliance with boundary calculations. This position will also provide surveying and other technical related duties to achieve the objectives of the Engineering Division, including surveying, operating computer aided drafting (CAD) and geographic information systems (GIS); producing plans and specifications for projects; administering projects, conducting research and gathering data; providing information regarding projects; and observing and inspecting construction to ensure compliance.

**ESSENTIAL FUNCTIONS**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Determines the nature and extent of technical and support services required to accomplish the department's surveying needs. Assures through quality control that research and computational data are complete for projects.
2. Applies principals of evidence, law and land surveying in making corner monumentation and boundary location determinations.
3. Manages and oversees the technical review on all City surveys. Performs quality control measures to ensure statutory and local compliance prior to recording with the County.
4. Provides guidance and interpretation of related policies and regulations to both public and private entities as requested.
5. Conducts research and collects data for projects. Coordinates findings with work of engineering staff and others as needed.
6. Assists in right-of-way and easement purchasing and vacations on behalf of the City.
7. Coordinates findings with work of engineering personnel, clients, and others concerned with project.
8. Meets with the Director and government officials, as needed, to discuss services and resolve problems related to the legal boundaries of land.
9. Serves as project manager for private development projects from initial meetings with developers to permit issuance, construction inspection, acceptance, and warranty phases.
10. Performs surveys for right-of-way legal descriptions and other public works construction.
11. Oversees the observations, measurements and descriptions involved in land surveying projects.
12. Perpetuates and resets monuments after construction projects have been completed.

13. Oversees GIS mapping activities; review and approve subdivision maps, plats, and legal descriptions for technical compliance.
14. Oversees and conduct field surveys for City public works projects.
15. Produces maps, designs plans, specifications and technical reports regarding the design of public works projects.
16. Prepares and/or oversee the preparation of maps and documents initiated by the City that require the signature of a professional licensed land surveyor.
17. Operates computer aided drafting (CAD) system and numerous computer software programs to produce maps, drawings, and analyses.
18. Observes and inspects construction of streets, sanitary and storm sewers, landfill and other construction projects.
19. Indexes, files, and preserves field notes and calculations.
20. Reviews applications and issues permits for street cuts, ROW storage, sidewalks, and related permitting duties of the Engineering Division.
21. Communicates with private developers as needed.
22. Assists the Community Development Division with customer service functions as needed.
23. Responds to inquiries and provides information and assistance to the public, other City Departments, governmental agencies and officials and various groups and organizations regarding department projects or other technical/engineering matters.
24. Other duties as assigned.

#### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of surveying practices, procedures and techniques.
2. Skill in the use of surveying instruments, including GPS total station and data collector.
3. Knowledge of state statutes and administrative code that apply to surveying practices.
4. Knowledge of operating, adjusting and maintaining the various survey equipment required.
5. Skill in the use and application of software relating to surveying needs.
6. Ability to operate survey related equipment.
7. Ability to research land records.
8. Knowledge of methods and techniques in the scoping, design, bidding, construction, closeout, and maintenance of municipal projects.
9. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
10. Knowledge of principles and practices of project management principles and techniques.
11. Ability to effectively utilize the principles of strategic and long and short-range planning.
12. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
13. Ability to research and analyze detailed information and make appropriate recommendations.
14. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
21. Knowledge of computer software including CAD, GIS, word processing, spreadsheet and database applications consistent for this position.
22. Ability to perform mathematical calculations required of this position.
23. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
24. Skill in researching and understanding complex written materials.
25. Ability to prepare and maintain accurate and concise records and reports.
26. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
27. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
28. Ability to handle sensitive interpersonal situations calmly and tactfully.
29. Ability to maintain professionalism at all times.
30. Ability to maintain effective working relationships with individuals within and outside the organization.
31. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
32. Ability to work the allocated hours of the position and respond after hours as needed.

#### **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites, streams, and wetlands.
- Work is generally in a moderately noisy setting (e.g. business office, light traffic).

#### **MINIMUM REQUIRED QUALIFICATIONS**

- Associates degree in Engineering, GIS, Surveying, or related program and a minimum of five (5) years' work experience in construction surveying, inspection, and CAD based plan design technology.

#### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree.
- APWA Certification as a Stormwater Manager or Public Infrastructure Inspector certification.

#### **OTHER REQUIREMENTS**

- Registration as a Licensed Surveyor in the State of South Dakota, or qualification for out of state reciprocity application.
- Certification in Erosion & Sediment Control
- ACI Certification in Concrete Testing.
- Possession of valid driver's license.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMPLOYEE ACKNOWLEDGMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

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Employee Signature

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Date

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Employee Printed Name