

Town Surveyor

General Statement of Duties

Supervises and participates in the provision of surveying services to the Town.

Distinguishing Features of the Class

An employee in this class supervises and participates in performing moderately complex and difficult surveying tasks in connection with the design, construction, or maintenance of public works, public utilities, or other municipal structures or projects. Employee participates in other work requiring comparable professional knowledge and skills. Involved in review and approval of work of staff professionals; consulting engineers; architects, and surveyor's engaged in the preparation of designs and documents for the purpose of compliance with ordinances; codes; municipal standards and policies; and sound engineering practice. Coordinates inter and intra-governmental activities. Supervises the preparation of grant applications, budgets, records and reports related to projects. Assignments are received orally or in writing, and require independent judgment and initiative in planning work and making decisions. Work is performed under the general supervision of the Engineering Director.

Essential Duties and Illustrative Examples of Work

Conducts, supervises and participates in computerized design of moderately complex to difficult public works projects - street improvements; structures; drainage systems, etc.

Conducts, supervises and assigns work to field crew regarding surveys and other data.

Provides all engineering services including assisting with coordination of general construction projects and acquisition of right-of-ways.

Assists in review of work performed by other staff professionals, consulting engineers, architects and surveyors which include site plans, subdivisions, and hydraulic models and designs for compliance with stormwater/watershed ordinances.

Knowledge, Skills, and Abilities

Considerable knowledge of surveying as well as civil engineering design processes and procedures.

Considerable knowledge of construction techniques and processes and the ability to determine whether design specifications are being met.

Considerable knowledge of mapping processes and techniques, processes, and procedures.

Working knowledge of legal processes involved in encroachments, land acquisitions, and other public works and utilities issues.

Ability to maintain and operate computerized engineering design systems and read plans and specifications.

Ability to learn a variety of surveying and engineering skills such as physical sciences relative to hydraulics and mathematics.

Ability to provide effective daily leadership to other employees.

Ability to communicate effectively with the general public, contractors, and other employees.

Ability to maintain effective working relationships with the general public and other employees.

Ability to plan and organize work and maintain the necessary records and reports in the leadership capacity.

Working Conditions and Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, grasping, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, do extensive reading, and use measuring devices.

Desirable Education and Experience

Considerable experience in the practice of surveying, including experience in public works or public utilities; graduation from a four-year college or university with major course work in surveying.

Special Requirements

Registration as a professional land surveyor in the State of North Carolina preferred.

Possession of a valid North Carolina driver's license.

Fair Labor Standards Act (FLSA) Status

Exempt

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