Job Description

Job Title:	Land Surveyor	Classification:	Classified
Department:	Public Works	Grade:	210
Occupational Group:	Engineering Support	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; develops, organizes, supervises, and performs land surveying services for the City including right-of-way operations and geographic information systems within the engineering department.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Supervises and performs field survey activities including researching records, selecting field controls, property boundary surveys, topographic surveys, engineering surveys, right-of-way surveys, and others within the survey operation.
2. Supervises and holds statutory responsibility for the preparation, review, and approval of land survey and right-of-way records, land descriptions, plats, maps, and reports for work performed by the engineering division. Seals plats, records, and other official documents as required by State law for certification.
3. Reviews for technical correctness survey and right-of-way related documents submitted to the City for approval.
4. Plans, prioritizes, assigns, supervises, and reviews work of staff responsible for land survey, geographic information systems, and right-of-way services; establishes schedules and methods for providing survey, geographic information systems, and right-of-way services; identifies resource needs.
5. Performs preliminary and final review of subdivision plats submitted to the City for approval.
6. Assists in reviewing preliminary construction plans for survey and right-of-way purposes.
7. Monitors and interprets changes in law and regulations related to surveying and right-of-way functions and evaluates their impact on City activities; updates and implements procedural changes as necessary.
8. Evaluates technologies applicable to land surveying, right-of-way, and other field equipment, as needed.
9. Marks traffic lanes and street crossing areas to facilitate painting traffic control markings on streets.
10. Determines tentative grades for street construction, sewer installation, and curb returns.
11. Calculates a variety of engineering statistics including fill volumes, ties, angles, traverses, closures, and distances; plots cross sections for earth work.
12. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
13. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.

14. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
15. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
16. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Manages contracts and coordinates work of consulting surveyors providing preliminary and final construction surveys on City projects.
- Integrates and coordinates survey and right-of-way activities with other City departments, contractors, and agencies.
- Reads and interprets right-of-way plans and other construction drawings for a variety of projects.
- Travels to various locations throughout the City relative to survey and right-of-way projects.
- Serves as City representative on advisory boards, professional organizations, and committees.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Civil engineering and surveying principles, practices, and techniques; principles, procedures, standards, and equipment used in survey operations; complex mathematical calculations used to compute elevations, grades, and traverse points; basic principles and practices of employee training and supervision; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City staff, contractors and the public; communicating effectively both verbally and in writing; understanding and interpreting complex rules, regulations, policies, and procedures; conducting field surveys and preparing maps, plats, and construction drawings; analyzing and interpreting blueprints, construction plans, and engineering designs/drawings; directing and reviewing work of staff; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Bachelor's degree in Land Surveying, Civil Engineering, or related discipline is preferred.

Experience: Three years of full-time experience planning, overseeing, and managing surveying and right-of-way is required.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Must be licensed as a Surveyor by the State of Missouri within six months of appointment.

Physical Demands Requirements and Working Conditions

This position works in an outdoor environment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Positions in the classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme weather conditions, exposed to loud noise levels, fumes and odors; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic and the public.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; FLSA status change to non-exempt.	