



# City of Bradenton Job Descriptions

## **Job Title: CITY SURVEYOR**

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| <b>Date Prepared:</b>                   | February 14, 2013   |
| <b>Department/Location:</b>             | Public Works and Utilities – Engineering Section  |
| <b>FLSA Status:</b>                     | Non-exempt  |
| <b>Bargaining Unit:</b>                 | None  |
| <b>Classification:</b>                  | Essential: This position is an Essential classification and will require you to report to duty after a hurricane or emergency.  |
| <b>Schedule:</b>                        | This position normally works a regular weekday daytime shift and requires scheduled/unscheduled overtime, including evenings, weekends and holidays and/or immediate response to emergency conditions.  |
| <b>Supervision Exercised:</b>           | Engineering Section Field Personnel   |
| <b>Supervision Received:</b>            | Engineering Section Manager and Director of PW&U  |
| <b>General Purpose of the Position:</b> | Management of surveying activities within the Public Works and Utilities Department. Schedules survey work in conjunction with the needs of the Engineering Section, the Department of Public Works and Utilities, and other Departments within the City. Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements. |

### **Essential Duties and Responsibilities:**

- Schedules survey work in conjunction with needs of the various Departments of the City
- Reviews subdivision plats for compliance with City, County and State codes and statutes.
- Prepares and reviews legal descriptions and sketches for acquisitions of rights-of-way and easements. Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed.
- Manages and reviews contracts with consultants who provide Land Surveying services.
- Ensures compliance with applicable laws, regulations, ordinances, policies, procedures and standards.
- Signs and seals documents as a Registered Professional Land Surveyor.
- Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- Develop criteria for survey methods and procedures conducted for and by the City.
- Develop criteria for the design, modification and maintenance of survey equipment.
- Compute geodetic measurements and interpret survey data in order to determine positions, shapes, and elevations of geomorphic and topographic features.



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## Skills and Physical Abilities Required:

- Knowledge of current principle and practices of land surveying.
- Highly developed written and verbal communication skills and ability to make effective public presentations.
- Ability to manage multiple assignments and projects simultaneously with a high degree of proficiency
- Ability to work independently with minimal supervision
- Ability to stand for long periods of time; ability to traverse uneven terrain; ability to squat, kneel, bend reach, etc., in order to efficiently perform duties.
- Ability to perform physical work outside under varying traffic and weather (which may include extreme) conditions.

**Computer Equipment and Software Requirements:** Proficiency using Microsoft Office suite of programs. Experience with AutoCAD and GIS software systems.

**Education and Experience Required:** Bachelor of Science degree in Land Surveying or related field from an accredited engineering college. Minimum of five (5) years' experience in the practice of Land Surveying. Equivalent combinations of education and experience may be considered. Current State of Florida registration as a Professional Surveyor and Mapper, or the ability to obtain within six (6) months of hire. Good driving record and valid Florida driver's license.

**Environmental Conditions:** Indoors and outdoors.

**Pay Grade:** 121

**Salary Range: Minimum:** \$22.55/hour **Maximum:** \$33.83/hour

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Approved:**

**Department Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

12-29-14

**Human Resources Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1/21/17

\*Updated March 2014

\*\*Updated January 2015

\*\*\*Updated Dec 2015