**JOB RESPONSIBILITIES**

Performs land surveys, easements, plats, etc., and writes legal descriptions

Performs research at the Court House to determine legal rights and to gather evidence

Acts as a consultant for the administration and the public by providing information

Estimates construction costs for proposed utility and public works projects

Schedules work for survey crews and Engineering Division

Designs utility and public works projects

Checks surveying and engineering plans

Completes pay estimates for projects

Performs complex mathematical calculations, including latitude and longitude

Writes specifications for public works projects (sidewalks & pavements)

Performs survey field work and construction staking

Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, talk/hear, sit, walk and occasionally lift up to 25 pounds. Must be able to focus clearly at 20 inches or less.
# Required Skill Sets

## Occupational/Technical Skills
- Ability to use spreadsheet, database, word processing and selected job-specific software
- Ability to use surveying instruments

## Administrative Skills
- Ability to analyze and resolve situations and problems
- Ability to organize work, set priorities and meet critical deadlines with a minimum of direction
- Ability to use techniques of effective time management
- Ability to handle multiple priorities and projects
- Ability to keep clear and accurate records and reports
- Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

## Cognitive Skills
- Ability to deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of technical information with abstract and/or concrete variables
- Knowledge of methods and techniques of research
- Ability to interpret professional periodicals and journals, technical procedures, and government regulations
- Ability to interpret complicated policies, procedures and protocols
- Ability to perform engineering calculations
- Ability to research, compile and summarize a variety of informational and statistical data and materials
- Knowledge of basic budgetary principles and practices
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

## Communications Skills
- Ability to let people know of decisions, changes, and other relevant information in a timely fashion
- Ability to speak effectively one-to-one
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to prepare clear and concise reports, correspondence and other written materials

## Interpersonal Skills
- Ability to use tact and discretion
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain issue confidentiality
- Ability to arrive at constructive solutions while maintaining positive working relationships

## Leadership Skills
- Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals
- Ability to clearly assign responsibilities and tasks to others
- Ability to facilitate professional growth

# Description of Working Conditions

Work is typically performed in an office setting but activity schedule is irregular and is subject to pressure from deadlines.

# Experience and/or Educational Requirements

Four-year college degree; certification as a registered professional surveyor; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.