Approved CSC 4/15/2019

Position Title: Surveying Technician / Project Manager
Department: Public Works
Division: Engineering

City of
BOWLING GREEN

Reporting Relationships

Surveyor
Position Reports To

Direct Reports by Title: None

Direct: 0 **Indirect:** 0

Position Function

This position is responsible for ensuring that built/constructed improvements are properly placed (both vertically and horizontally). This position includes design and management responsibilities of Public Works and Utility projects.

Job Responsibilities

Lays out proposed improvements within the City

Locates all existing topography for proposed construction

Draws plans of proposed improvements

Researches property owners, right-of-way and easements at the Court House

Establishes lines and grades for sidewalks in the public rights of way

Takes responsibility for training Engineering Interns when required to do so

Develop plans for the paving program, including design of ADA compliant curb ramps

Develop plans for sidewalk replacement projects as assigned

Manages Public project execution working with City Project Inspectors, City Utility Divisions, and private contractors as assigned

Assist in the design and plan development of Public Works and Utility projects as needed

Spearhead CAD standards

Assist inspectors with as-builts as needed (inspectors would still be primarily responsible for completing their own as-builts)

Assists contractors and general public with utility locations/problems

Files plans

Performs other related duties as assigned

Physical Requirements

Job requires incumbent to stand, walk, talk/hear, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl.

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Required Skill Sets

Occupational/Technical Skills

Ability to use Auto CAD software

Ability to properly operate Total Station Electronic Distance Measurer

Must maintain a valid Ohio Driver's License and have the ability to drive

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 anticipate problems and develop alternative strategies for goal completion

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Cognitive Skills

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 perform engineering calculations

Ability to research, compile and summarize a variety of informational and statistical data and materials

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

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 arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

Ability to monitor progress and exercise control

Ability to instruct and train others

Ability to provide performance feedback

Description of Working Conditions

Work is performed both indoors and outdoors (frequently in traffic or around construction equipment).

Experience and/or Educational Requirements

Two-year college certificate or equivalent; Registered Professional Surveyor certification preferable; three to five years of relevant experience; must maintain a valid Ohio Driver's License; 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.