

CITY OF KINGMAN, ARIZONA  
POSITION DESCRIPTION

CLASS TITLE: **Assistant Surveyor**

<b>BAND</b>	<b>SALARY GRADE</b>	
D	218	
<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Surveying	City Surveyor	Exempt
<b>REVISION DATE:</b> July 2005		

**GENERAL PURPOSE**

Performs administrative and technical work in the direction of City cadastral, construction and preliminary surveys for engineering design and other related surveying activities.

**SUPERVISION RECEIVED**

Work is performed with considerable independence under the general direction of the City Surveyor.

**SUPERVISION EXERCISED**

Supervision is exercised over subordinate survey party.

Assists Surveyor and Department Head in performance appraisal of subordinates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Writes legal descriptions for rights-of-way, deeds of dedications, easements and other city land sales, purchases, parcel transfers and leases.

Advises various individuals and developers with legal access problems to ensure compliance with City and State regulations.

Advises planning officials on technical problems and questions relating to rights-of-way, subdivision design and surveying.

Directs survey party in gathering field information preliminary to design of improvement drawings.

Ensures survey party cooperation and support to other departments within the City as required.

Provides direction to survey parties on all land, control or construction survey projects.

Performs computations from survey party notes for application to mapping or legal descriptions.

Directs survey party on all legal and technical matters.

Checks and reduces field notes submitted by survey party.

Researches legal boundaries and gathers record information for survey party and for mapping procedures.

Performs reconnaissance for outlining survey instructions for survey party.

Makes survey computations and adjustments related to boundary decisions.

Stamps and seals legal descriptions, record of surveys and cadastral survey plats.

Surveys and replaces property corners destroyed by city street or maintenance crews.

Maintains survey records for the general public, private surveyors and engineers and other governmental agencies.

Oversees restoration and perpetuation of survey control monuments: street centerline, basic horizontal and vertical control and cadastral monumentation.

Drafts cadastral maps and legal plats and records same.

Conducts research for mapping and legal descriptions prepared by the city.

Performs related work as required.

### **PERIPHERAL DUTIES**

Considerable contact with other engineering personnel in preparing construction plans and drawings.

Considerable contact with other engineers and surveyors doing work in the Kingman Area.

Serves as a member of various employee committees.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

(A) Graduation from high school supplemented by two years of college level course work in land surveying and engineering.

(B) Four years experience in surveying and supervising surveying activities.

(C) Any equivalent education.

#### **Necessary Knowledge, Skills and Abilities:**

(A) Thorough knowledge of the principals, practices, methods and techniques of surveying; Thorough knowledge of land survey statutes; Knowledge of computer-aided drafting equipment and programs.

(B) Skill in the use and care of surveying instruments and equipment, and computer-aided design equipment.

(C) Ability to supervise and evaluate the work of subordinates; Ability to maintain records and prepare reports; Ability to communicate effectively; Ability to establish and maintain effective working relationships.

## **SPECIAL REQUIREMENTS**

(A) Requires state registration as land surveyor, or ability to become registered within six months;

(B) Must possess a valid Arizona State driver's license or have ability to obtain one prior to employment;

(C) Must be physically capable of moving about on construction work sites.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including the use of computer-aided drafting, word processing, spread sheets; semi-total and total station instruments, electronic field books, electronic calculator and related survey field instruments; motor vehicle; phone; mobile radio.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, hot and cold air temperatures. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee is required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

### **SELECTION GUIDELINES**

Formal application, rating or education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.