

## **SENIOR SURVEYOR**

Code No.: 3-14-015  
6-19-052

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory professional surveying position involving responsibility for directing surveying activities for County highway improvement projects and for surveys required by other County departments, including the assignment and direction of field crews, the review of field notes and related information, and the preparation of plans and specifications for construction work. The employee is also responsible for supervising survey crews involved in precision geodetic surveys to locate and maintain primary and secondary boundary control monuments throughout the County. Work is performed under general supervision with independence allowed in the scheduling and evaluation of staff, and the development of internal procedures and work methods required to complete assignments. Direct supervision is exercised over survey crews and other technical support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises survey crews in the performance of preliminary construction surveys for County highway improvement projects, including scheduling assignments, monitoring activities in the field, checking survey notes for completeness and accuracy, and developing standard work procedures and methods;

Supervises field survey crews in the performance of plane surveys for other County units and special projects, such as the Airport, Building Maintenance, Planning, etc.;

Reduces survey notes and calculates areas, distances, angles, elevations, and performs related computations;

Organizes survey information and resulting calculations and prepares, or directs the preparation of plans, specifications, or reports as appropriate;

Supervises survey crews in the performance of precision geodetic surveys required to establish and maintain primary and secondary control monuments throughout the County;

Collects or supervises the collection of preliminary survey information such as existing surveys, maps, utility locations, deeds, tax and property maps, and monument locations;

Directs the maintenance of records, maps, files, and related materials for use by other government agencies and the public;

Trains employees in department procedures and new work methods.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the different types of surveys including plane, geodetic, land topographic, route, construction, property, and municipal; thorough knowledge of engineering field survey operations and the use of survey instruments; thorough knowledge of precise survey instruments; good knowledge of the principles and practices of supervision; good knowledge of engineering mathematics required for survey work; ability to plan, organize, monitor and evaluate the work of survey crews; ability to instruct employees in survey methods and techniques; ability to organize survey notes and materials, prepare plans, specification maps, and narrative reports; ability to use theodolite and to take polaris readings; ability to establish and maintain effective professional relationships with department staff, consulting engineers, and representatives from other government agencies; ability to perform mathematical calculations for plane and geodetic survey work; maturity; dependability; health commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, plus possession of a Land Surveyor's license issued by the New York State Education Department, and two (2) years of surveying experience at the supervisory level.

**NOTE:** Candidates who have been approved to take or have taken the Land Surveyor licensing examination by the New York State Education Department may sit for the Civil Service examination for Senior Surveyor. Applicants for Senior Surveyor positions, however, must possess a Land Surveyor's license issued by the New York State Education Department at the time of appointment.

REVISED: August 30, 1979

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