

Code: 2475

Title: SURVEY COORDINATOR

SUMMARY: Supervises and coordinates diverse survey activities of staff crews, technicians and contract crews performing land surveys and related documentation, in support of the department's needs. It is distinguished from the classification of Survey Manager, which plans and manages the activities of the survey section. It is also distinguished from the classification of Survey Party Chief, which is responsible for the field supervision of survey crews.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes, controls and participates in professional land surveying activities for various Pima County departments and outside agencies;
Develops, negotiates and administers departmental contracts for professional land survey services;
Leads and performs land and property records research in preparation for land surveys;
Reviews and certifies section staff and contracted survey work;
Conducts complex or sensitive land surveys and resolves difficult technical problems for assigned survey staff;
Supervises, participates in and approves the reduction and recording of survey field notes;
Develops, prepares, submits and administers survey section budget;
Supervises, trains and evaluates technical and support staff;
May testify as expert witness on departmental survey-related matters in lawsuits brought by the county, outside agencies, or individuals.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods, techniques and instruments of land surveying, mathematics and physical sciences;
- laws, regulations and ordinances pertaining to the county engineer's responsibilities for land surveying;
- civil engineering principles and terminology relevant to the practice of land surveying, including construction methods, engineering plans, specifications and mathematical calculations;
- planning and coordinating professional land survey work, including training, leading and evaluating the work of others;
- principles, practices and applications of computer-based resources in survey activities, e.g., computer-aided drafting/design (CAD/CADD), Geographic Information Systems (GIS), etc.;
- preparation and administration of a section budget;
- preparation, negotiation and administration of professional land survey services contracts.

Skill in:

- applying land surveying and engineering principles and techniques to complex technical and professional field and office problems;
- interpreting and using engineering plans, maps, specifications and survey field notes;
- planning and coordinating the work of others;
- communicating effectively, both orally and in writing;
- budget preparation and administration;

- contract negotiation, preparation and administration;
- maintaining manual and computer-based technical and administrative records and preparing reports.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in civil engineering, architecture, planning or landscape architecture and two years of professional land surveying experience, plus one year of supervisory experience [which may be concurrent with professional experience].[A Master's degree from an accredited college or university in one of the cited disciplines may substitute for one year of the required professional experience]

OR:

(2) Six years of progressively responsible professional surveying experience including at least one year of experience assigning work and training staff.

OR:

(3) Three years of experience with Pima County as a Survey Party Chief.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a Professional Land Surveyor in any state is required at time of appointment; State of Arizona registration must be obtained within one year of appointment. A valid Class D Arizona driver's license is required at time of appointment. Failure to obtain/maintain the required licenses/registration shall be grounds for termination.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.