

Code: 2479

Title: SURVEY SPECIALIST

SUMMARY: Participates, supervises and directs professional and technical staff in land surveying activities in the field and an office setting. Seals and certifies materials as a Registered/Professional Land Surveyor. This is distinguished from other Survey-related classifications by its professional responsibilities to seal/certify the final work products of staff.

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

Coordinates and supervises survey activities and field crews utilizing standard mechanical, optical and electronic surveying instruments and devices;
Directs and participates in preplanning and post-processing of data from Global Positioning Systems (GPS), Geographic Information Systems (GIS) and like computer-based systems, programs and equipment, in the establishment/re-establishment of boundary locations, land corners, survey markers and monuments, per standards of the Public Land Survey System;
Prepares and maintains manual and computer-based records, sketches, maps, reports, electronic drawings and legal descriptions of surveys in order to correctly describe, seal, certify and assume liability for survey work performed;
Directs the filing of sealed/certified records in the Pima County Survey Office and/or the Pima County Recorder's Office, per standards, laws, rules and regulations;
Researches land survey records of Pima County and Federal, State, local agencies and private organizations in preparation for field surveys of assigned survey projects;
Creates, submits and maintains activity and technical reports in manual and computer-based systems;
Maintains, or directs maintenance of, security and confidentiality of information encountered or created in the performance of assigned duties;
Conducts complex or sensitive land survey tasks to resolve difficult technical problems for assigned survey staff;
Supervises, assigns work to, and evaluates performance of assigned professional, technical, paraprofessional and clerical staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices, methods, techniques of land surveying;
- capabilities and use of technical, mechanical, optical and electronic survey equipment (GPS and GIS) and related computer-based systems, programs and equipment;
- laws, rules, regulations, ordinances and professional standards for land surveying;
- planning, coordinating and leading assigned staff in land survey activities;
- principles of training staff in technical aspects of land surveying;
- principles and practices of effective employee supervision;
- capabilities and use of computer-based equipment and systems to create and maintain records, databases, reports and correspondence.

Skill in:

- applying land surveying and engineering principles, practices and techniques to complex technical, professional, field and office problems;
- interpreting and using diverse land survey-related documentary and data resources, e.g., legal descriptions, plans, plats, maps, Records of Survey, field notes, specifications, engineering plans, etc.;
- use of technical, mechanical, optical and electronic survey equipment (GPS and GIS) and related computer-based systems, programs and equipment;
- preparation, sealing, certifying and recording land survey documentation per laws, rules, regulations, ordinances and professional standards;
- communicating effectively;
- training staff in technical aspects of land surveying;
- assigning work to, and evaluating performance of assigned staff;

- use of computer-based equipment and systems to create and maintain records, databases, reports and correspondence.

MINIMUM QUALIFICATIONS: EITHER:

(1) Six years of professional surveying experience and one year of supervisory and training experience (which may be concurrent with the general experience required) plus current certification in any state as a Professional or Registered Land Surveyor.

OR:

(2) Three years of experience with Pima County as a Survey Party Chief and current certification in any state as a Professional or Registered Land Surveyor.

OTHER REQUIREMENTS:

Licenses and Certificates: Registration in any state as a Professional Land Surveyor is required at the time of appointment. State of Arizona registration as Registered Land Surveyor is required within one year of appointment. Maintenance of current Arizona registration as a Registered Land Surveyor is a condition of employment and failure to obtain/maintain same shall be grounds for termination. Some positions may require a current Arizona Class D Driver's license at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Some positions require the ability to work outdoors in extremes of heat, cold and inclement weather, with exposure to dust, dirt, wind, construction activities and materials, and to traverse rough terrain on foot. Such positions may also encounter harmful/poisonous wildlife and plant materials.

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.

Pima County
Updated

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