ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Survey
Job Code: 8035
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to schedule, assigns, oversees, and participates in the work of survey parties engaged in the collection of survey data for route construction, property drainage, utilities, sidewalks, greenways, and related Capital Improvement Projects (CIP).

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts land surveys to determine precise location and measurements of points, elevations, lines, areas, and contours, etc. for rights of way, easements, or other department project details: utilizes specialized surveying equipment; marks points of measurement; measures distance between survey points; places stakes at designated points and drives stakes into ground; cuts/clears brush and trees from line of survey; and maintains related logs and records.

Leads and coordinates work activities of survey crews: organizes and assigns work; monitors status of work in progress and inspects completed work; assists with complex/problem situations and provides technical expertise; and trains and instructs survey crews regarding operational procedures and proper use of equipment.

Coordinates the collection, reduction and use of electronic field data by survey crews: enters data into department software; verifies accuracy and completeness of data; and prepares final plats, maps, and topographic surveys in compliance with established standards and regulations.

Analyzes survey data: reviews survey details; researches deeds and maps; ensures survey data conforms with deed information; determines property ownership and boundaries for rights of way; and updates and maintains records as needed.

Maintains inventory of tools, equipment, and supplies: establishes and implements preventive maintenance and calibration schedule for tools and equipment; ensures crews understand proper operating procedures; and orders replacement tools and supplies in accordance with purchasing policies and procedures.

Communicates with supervisor, other City employees, contractors, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, AutoCAD drawings, deed descriptions, timesheets, easement exhibits, boundary plats, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Surveying, Geography, Planning, or a related field required; supplemented by five years of experience in professional land surveying; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain a valid Professional Land Surveyor license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over

others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, electric currents, traffic hazards, or bright/dim lights.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.