

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

TITLE: Surveyor

CLASS CODE: 4292

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification supervise a survey crew in the field in addition to performing survey fieldwork.

### **DISTINGUISHING CHARACTERISTICS:**

This is a journey-level technical classification in the General Engineering Series – Land Surveying Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a limited variety of related tasks. The distinguishing characteristics of this classification within the series includes overseeing the survey crew in the field.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a work leader/coordinator class. Positions have been assigned on a regular basis partial responsibility for coordinating and guiding the work of at least two or more full time equivalent positions performing the same kind of work. The positions themselves may change periodically or on a regular basis. Typical elements of direct control over other positions by a work leader/coordinator include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. This may include employees at more than one location. The work leader/coordinator also has been delegated some responsibilities in assisting the employee who has been assigned regular full supervisory authority, responsibility and accountability in regard to the group of employees. Generally, the work leader *has input into supervisory decisions made at a higher level*, and may have authority to sign leave requests and approve/adjust work hours. Positions at this level are designated team or project leader/coordinator work on a regular and recurring basis. However, in addition to the lead/coordinating responsibilities, the incumbent also can be expected to perform the same or highly similar work as the positions over which the incumbent has accountability, on an as-needed basis.

### **EXAMPLES OF WORK (Illustrative Only):**

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Schedules, distributes/balances and guides the work assignments of co-workers, according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Monitors and reports on co-worker work performance to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains co-workers, as directed, in specific task, job practices and procedures to improve and maintain the performance levels of these employees.

Oversees survey crew in the field, which includes assigning tasks, reviewing work and acting on problems.

Maintains safety of crew members, equipment and the public while working in the field.

Researches legal descriptions and survey notes.

Performs topography, engineering and street improvement surveys.

Establishes row lines; locates property lines.

Enters survey notes into field books; enters survey data into collector.

Performs computations for projects.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

#### **Human Interaction:**

Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to instruct. Requires the ability to act as a led person.

#### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, motor vehicle, level and/or materials used in performing essential functions.

#### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as city block plats, maps, work requests, manuals and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry, and trigonometry.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards or animals/wildlife.

**Physical Requirements:**

Requires the ability to lift, carry, push, and pull moderately heavy objects and materials, twenty to fifty pounds, such as manhole covers and tripods.

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling and crouching in order to perform survey duties.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as identifying colored survey tape and listening for traffic.

**Education and Experience Statement:**

High school diploma or equivalent with some vocational/technical training in land surveying and two to three years land surveying experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Special Requirements:**

Possession of a valid state driver's license.

City of St. Louis  
Surveyor

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