

Job Class Code: 2490	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide direction and oversight for the engineering survey party activities. The class is responsible for planning and supervising survey activities, advising City officials on survey matters, ensuring the accuracy of related information, and conducting surveys. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS
<ul style="list-style-type: none"> • Plans, schedules, assigns, supervises, and participates in subordinate survey activities. • Advises City officials on survey matters in order to communicate progress and make recommendations for improvements or problem solutions. • Ensures the accuracy of data provided by survey staff. • Computes various data including curve data and coordinates. • Coordinates with other departments and engineering consultants and provides contract management. • Prepares and maintains various reports and records including budgeting. • Researches survey information in order to organize and administer survey functions. • Downloads, verifies, documents, and records information electronically. • Performs related tasks as necessary such as managing special projects and programs and serving on committees. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and scientific, legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry; differentiation and integration of algebraic functions; statistics applying such functions as frequency distribution, reliability, validity and correlation techniques.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of scientific, engineering, legal or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, coworkers, and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in land surveying, engineering, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Requires eligibility for certification as a Registered Surveyor.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.