Memo

TO: ALL CITY OF MONROE DEPARTMENTS
FROM: Kim Golden, P. E., City Engineer
DATE: December 21, 2018
SUBJECT: JOB OPENING – City Surveyor

A position is being opened in the Engineering Department for a City Surveyor. If this job post is not filled by a current qualified City of Monroe employee within ten (10) working days of this notification, the position will be opened to the public on 01/18/2019.

Notice to Internal Applicants: All City work records and attendance records will be researched. A current Application for Employment must be completed and submitted to Human Resources.

JOB TITLE: City Surveyor
Job Class No. 4112

JOB SUMMARY: (Definition/Distinguishing Characteristics of Job)
Under direct supervision of the City Engineer and Civil Division Head is responsible for all land surveying operations in the Engineering Department. Shall represent the City in all surveying and land line matters. Shall be a Louisiana licensed professional land surveyor in good standing with the Louisiana licensing authority.

FLSA DESIGNATION: Full time – Non-exempt.

ESSENTIAL JOB DUTIES, FUNCTIONS & RESPONSIBILITIES:

Provide technical assistance to the City Engineer and Civil Division Head regarding Boundary Law, Surveying and Mapping matters; subdivision plats, FIRM and other infrastructure measurements. Provide professional land surveys and maps as set forth by the Louisiana Minimum Standards Law on City properties, leases, rights of way, easements and future developments as required.

Assist the City Engineer in the acquisition of public rights of way, servitudes and/or easements for the operation, construction and maintenance of public infrastructure including without limitation water, sewer, streets, drainage and public facilities.

Assist the Civil Engineering Division Head as follows:

- Supervise and direct all City survey crews on all field surveys. Shall also perform the duties of the Survey Party Chief if and when the position is vacant.
- Review all surveys and plats submitted by consulting engineers and land surveyors for City approval and sign such plats on behalf of the City Engineer.
• Maintain accurate files of all field surveys and approved plats, including without limitation resubdivisions and other modifications.

• Research courthouse records for property information.

• Assist in maintaining quality, accuracy and accessible storage of all mapping, field surveys and computer mapping data bases of city owned public infrastructure, including without limitation accurate as-built information for water, sewer, streets, drainage and city owned facilities.

• Assist the Civil Division Head in the development and maintenance of the GIS for City use.

Must have and maintain a sincere desire to provide a safe, courteous and effective service to the public we serve. Must prepare weekly written reports of activities and work well with all other departments and divisions of the City of Monroe.

This position shall perform such other duties as may be assigned from time to time by the City Engineer.

ESSENTIAL JOB QUALIFICATIONS AND REQUIREMENTS:

EDUCATION AND EXPERIENCE: This is a position of resident subject matter expertise. High school diploma or GED and Associate Degree of higher in Civil Engineering or other technical field together with 5 to 8 years doing work related to the essential duties of this position. Additional relevant professional experience or education satisfactory to the City Engineer may be considered to meet these qualifications. Must be proficient in operating electronic total station/theodolite and engineering level and in gathering and interpreting field notes and performing grade calculations. Must have demonstrated proficiency in accurate use of computer and conventional land surveying related software including without limitation AutoCAD 3D Civil. Must be competent in other conventional computer software such as Outlook, Word and Excel.

KNOWLEDGE, SKILLS, ABILITIES, EXPERTISE, COMPETENCIES: Maturity, good reasoning skill, proficiency in mathematics and plane geometry is required. Must be a trustworthy self-starter and continuous learner, with demonstrated ability to problem solve. Demonstrated proficiency in the operating of field instruments and the electronic total station. Demonstrated ability to take clear and concise field notes, and to understand and follow detailed and complex oral and written instructions. Demonstrated excellent space perception and ability to think abstractly. Professional work habits and attire. Pleasant personality and ability to communicate with the public. Ability to perform multiple tasks. Punctual and dependable with good attendance and work habits. Good penmanship essential.

TRAINING: This is a position of resident subject matter expertise. Must be licensed professional land surveyor in good standing with the Louisiana state licensing board or able to attain such credential within a reasonable time satisfactory to the City Engineer.

Demonstrated competency with operation of an electronic total station and other land survey instruments, including without limitation the competency to satisfactorily set up the instruments with proper orientation and geo-referencing. Ability to read and understand land records including deeds, plats and easements. Superior customer service skills and capacity to work well with the public. Willing to work cooperatively with all parts of the Engineering Department to improve processes and systems to better serve the public. Demonstrated competency in similar field experience may be evaluated by the City Engineer and Civil Division Head and considered to satisfy this requirement.
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: Works mostly outside in various weather conditions, and exposed to noise, dust, dirt, unpleasant odors, gases and requires standing, bending, crawling and moderately heavy lifting. Some physical labor required including the cutting of brush, limbs and trees, and the digging of ditches and culverts to obtain or establish grades. May require working in or near traffic.

LICENSES AND CERTIFICATIONS: A valid State of Louisiana Driver’s License and have a clean, insurable driving record which is accident free for most recent 3 years. Must have or be able to attain within a reasonable time satisfactory to the City Engineer the licensure for full legal authority to execute and direct land surveying establishing property lines, prepare plats of land surveys and write legal descriptions for parcels of land for deeds and property transactions. Must be versed and demonstrate competency in Louisiana Property Boundary Law, Coordinate Geometry, Astronomic and State Plane Calculations, Cartographic/Aerial Photo Control. Must have background in Electronic Survey Equipment, Computer Mapping Systems and Engineering/Topographic Surveying.