CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Survey Services Coordinator**	**UNION:231**
		SG:3
DEPARTMENT:	**Public Works, Engineering**	**CS:N**
		FLSA:N
		EEO4CODE:PR

JOB SUMMARY:

Administers contracts for preliminary surveying, construction surveying and land surveying. Manages and maintains the City's cadastral mapping, land surveying, monumentation and survey records programs.

SUPERVISORY RELATIONSHIPS:

Reports to the Real Property Manager. Coordinates with other staff for work related to land surveying tasks. Works under general supervision and the guidance of Departmental, City, State, and Federal regulations, policies, guidelines and appropriate engineering and land surveying standards. May oversee the work of lower level employees, interns, volunteers, or temporary employees.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, hires, reviews and manages the land surveying and property information work performed by professional land surveying consultants on City projects. Contracts may include but are not limited to: preliminary, construction, and land surveying, photogrammetry, land record research and documentation, and monument establishment or retracement. Ensures accuracy, completeness, and quality in accordance with service contract agreement specifications.

2. Performs the retracement, reestablishment and perpetuation of City-owned real property and easement boundaries and right-of-way centerline locations.

3. Performs research and compilation of real property documentation and records from governmental and private sources for the study, investigation, evaluation and determination of major factors affecting computation and location of boundaries of all City property, including rights-of-way and easements.

4. Ensures the compliance of all proposed records of surveys including but not limited to plats, lot line adjustments, easements, binding site plans, topographic plans, and right of way plans within the City to relevant City ordinances and state laws for accuracy and appropriateness of calculations, legal descriptions, right-of-way dedication, and format, and initiates corrective action as needed. Analyzes and reviews all survey control data acquired from capital improvement projects and other related projects before allowing into the City’s control networks.

5. Ensures the compliance of all construction plans under the Department's jurisdiction with general surveying standards and practices and City and State codes, laws and specifications; initiates corrective action as needed. Reviews, recommends, and provides information on changes or modifications to City ordinances and development guidelines relating to land development and surveying, ensuring compliance with State laws.

6. Plans and manages the City's cadastral mapping, monumentation and surveying record system and develops and maintains an information record file system which assures availability and retrievability of these permanent records; plans and manages a computerized system of horizontal and vertical control to update the City's comprehensive cadastral mapping and vertical datum program, coordinate point and datum record files.

7. Completes, stamps and submits Washington Dept. of Natural Resources Applications for Permit to Remove or Destroy a Survey Monument and Completion Reports as required under State law.

8. Sets City right of way survey monumentation using sound land surveying practices as mandated by state law.

9. Prepares and stamps legal descriptions and records of surveys with Professional Land Surveyor’s seal for recording with County and State.

10. Acts as a lead and professional resource on field and office land surveying operations and assists in the resolution of various problems. Acts as a professional resource at project, construction-related, community, inter-agency technical review and other meetings. Provides recommendations on survey standards and may represent public works on local, state and federal level survey advisory committees and panels.

ADDITIONAL WORK PERFORMED:

1. Provides professional assistance and serves as professional resource to City staff and the public in resolving survey, alignment, boundary, and right-of-way discrepancies and determinations.

2. Researches and evaluates the use of new survey software and equipment.

3. Develops and updates monument standards and specifications used by the City and interprets these monument standards for other City departments and public entities, as necessary.

4. Responsible for the setup and maintenance of the City's GPS networks and equipment including calibrations to local networks and ties to the Washington State Reference Network (WSRN).

5. Completes and submits utility locates requests using the Utility Notification Center, along with marking utility locate limits in the field, for City capital improvement projects and setting right of way monumentation.

6. May oversee lower level employees, interns, volunteers, extra labor or temporary employees.

May include training, assigning and reviewing work, conducting performance appraisals and carrying out personnel actions as appropriate.

7. Attend survey related conferences, seminars and local chapter meetings in order to maintain lawful practice as a Professional Land Surveyor as mandated by State law.

8. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Thorough knowledge of land surveying principles, practices, standards and methods.
- Thorough knowledge of applicable local, state and federal laws and standards related to land surveying and public property management.
- Thorough knowledge of mathematics used for survey determinations including trigonometry, geometry, fractions, percentages and algebra.
- Thorough knowledge of survey boundary control and legal principles, boundary determination, land title research, legal descriptions of real property, easements, and terminology. Geodesy, datums, projections, ellipsoids models, geoid models, scale and elevation factor reductions.
- Considerable knowledge of survey records management.

Skill in:
- Communicating effectively, both orally and in writing.
- Various computer software programs for computer-aided design (CAD), GIS, survey data transfer and calculations, coordinate geometry (COGO).
- Various survey methods and equipment for obtaining survey data such as Photogrammetry, LIDAR, Laser Scanning and GPS.
- A variety of surveying instruments including level, total station and GPS.

Ability to:
- Provide comprehensive planning related to land surveying and acquisition efforts and programs.
- Implement effective programs related to land surveying and property management.
- Plan, organize, coordinate, assign and evaluate the work of technical consultants.
- Establish and maintain effective working relationships with other employees, City officials, representatives of other governmental agencies and community groups and the general public.
- Read and interpret legal descriptions, survey maps and engineering plans and documents.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the position, including:
  - Correctable visual acuity to read a computer monitor and typeset page;
  - Fine finger dexterity to manipulate computer keyboard and mouse;
  - Communicate verbally, in person and over the phone;
  - Occasionally transport light weight (10-25 lbs.)

WORKING ENVIRONMENT:

Work is primarily performed in an office setting. Fieldwork as a Professional Land Surveyor on a survey crew or with GPS will be required periodically. Some travel is involved in the work.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Five years of experience in surveying with emphasis in both the field as a Survey Party Chief and office as a surveyor or assistant surveyor required, including considerable supervisory experience.
- At least two years of experience using AutoCAD Civil 3D or coordinate geometry in survey calculations and determinations.
- Bachelor's degree in civil engineering or surveying preferred.
- Experience performing survey control and records management using database or GIS systems preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Must obtain Washington State Professional Land Surveyor license within 6 months of hire and maintain throughout employment.
- Employment contingent upon passing a criminal conviction and local background check.

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