

**CITY OF AUBURN**  
**invites applications for the position of:**  
**Project Surveyor**



25 WEST MAIN STREET  
 AUBURN, WA 98001  
 HUMAN RESOURCES: 253-931-3040  
[www.auburnwa.gov](http://www.auburnwa.gov)

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**SALARY**

	<u>Monthly</u>	<u>Annually</u>
	\$6,406.20 - \$7,874.74	\$76,874.40 - \$94,496.88

**OPENING DATE:** 06/06/17

**CLOSING DATE:** Continuous

**DEPARTMENT:** CDPW - Engineering

**POSITION DETAILS:** \*\*\* First Review of Applications June 20, 2017\*\*\*

This is professional level survey work, requiring certification as a Land Surveyor-in-Training (LSIT) in the State of Washington within one year of appointment, in the performance of land, construction and location surveys to support the planning, design and construction of public works facilities related to both City and developer improvements. This position will also perform work associated with various surveying functions in support of other City departments. This work is characterized by a high degree of difficult, complex and specialized technical duties, requiring the ability to make technical project management decisions and take responsibility for those decisions. This position completes complex survey calculations, reviews survey documents, prepares technical drawings, exhibits, and reports related to surveying tasks.

- PRIMARY DUTIES**
- \*Researches legal information, existing rights of way, easements, public and private survey data from City, County, and State records.
  - \*Under the direction of the Survey Supervisor, performs checks of parcel maps, legal descriptions, and various documents submitted by private sector land surveyors and engineers for technical correctness and code compliance.
  - \*Computes existing and proposed property boundaries, right-of-way, easements, public and private survey data from City, County and State records.
  - \*Under the direction of the Survey Supervisor, writes legal descriptions for property and easement acquisition or sale by the City, descriptions for rights of way, deeds of dedication and other City land transactions.
  - \*Proficiently utilize drafting and surveying software including Global Positioning System (GPS) systems and terrestrial plane surveying.

Computes and reduces field notes and prepares cut sheets for capital projects.

\*Routinely performs complex survey calculations, calculation of state plane coordinates and adjustment of field traverses and level runs.

Under the direction of the Survey Supervisor, completes review of land use applications such as plat, short plats, and lot line adjustments for compliance with City code and State law when necessary.

\*Performs peer review of design documents for capital projects.

\*Analyzes, interprets and resolve survey, drafting and mapping issues.

\*Prepare and maintain reports, records and archives regarding survey operations and activities.

\*Maintains knowledge of current survey techniques, laws and regulations, and City Code/planning documents.

Performs backup to survey field crew, as necessary, with the ability to operate levels, total stations, GPS and other surveying equipment as necessary. Maintains knowledge and practical application of field safety procedures.

Assists with property acquisition activities, including researching property ownership information from title companies, county agencies, and other entities, legal descriptions, and transition documents, as required.

\*Performs work under limited supervision, and works with the Survey Supervisor to develop deadlines, assignments and work to be completed; carries out the assignment, coordinates with project stakeholders from various City departments, resolves most conflicts that arise and keeps his/her supervisor informed of progress, controversial matters and implications impacting projects and the City.

\*Ability to layout, research, analyze, and conduct complex survey assignments with little or no assistance from the Survey Supervisor.

\*Computes survey data including field traverses, differential levels, topographic surveys, and design locations for proposed engineering improvements and utilizes these survey calculations and those computed by the Survey Supervisor to accomplish field survey tasks.

Performs field survey work, as needed, including analysis of instrument readings, rod and chain functions, staking and recording data in the form of legible and accurate survey notes; reduces and drafts field notes as required; identifies errors in horizontal and vertical positions and determines the source of the error; sets points, locates and establishes monuments, boundaries and benchmarks in accordance with state regulations and procedures; performs boundary, topographic and construction surveys.

\*Reads and interprets engineering construction plans, maps and specifications; conducts research to provide complete survey data and information for field construction and engineering design surveys.

\*For Capital Projects, coordinates design survey project schedule with the Engineering project manager. During construction phase, coordinates project staking calculations and staking with the field crew, the project inspector, and contractor for project task completion.

Prepares routine engineering survey reports, including cut sheets, field notes and sketches to accompany field survey data; maintains survey control, topographic survey, construction staking, boundary data and line work in the data collector to support City projects.

\*Prepares City survey maps, easement and right-of-way-maps and City benchmark maps as required; updates survey maps, files, spreadsheets and construction worksheets as needed.

\*Prepares record of survey maps, monument preservation maps in compliance with Washington State law using computer aided drafting software.

\*Prepares topographic survey base maps, including contours and industry-standard symbology, from survey point data, filed notes, and site measurements using computer aided drafting software.

\*Maintains knowledge of the principles, practices, techniques, terminology and equipment used in survey applications and performs tasks consistent with industry standards.

\*Maintains knowledge in geometry, algebra and trigonometry and the techniques and methods for mathematical analysis. Applies mathematical knowledge to the completion of survey-level engineering calculations.

\*Maintains knowledge of civil engineering principles, public works construction and current utility and road construction procedures as they relate to surveying.

\*Maintains knowledge regarding the standard equipment, materials, software and methods required to complete survey activities consistent with industry standards.

\*Maintains City survey records, as needed, in accordance with required record keeping procedures.

\*Reviews legal descriptions for annexations, road vacations, easements and other documents to ensure accuracy and completeness as required.

\*Operations reproduction equipment to produce copies of maps, specifications, bids, and other data.

\*Furnishes information to the public regarding City property boundaries, street rights of way, public easements, horizontal and vertical control information and related survey matters.

\*Completes other field survey tasks as directed.

\*Acts as interim Survey Supervisor in his/her absence.

Presents information in small group encounters with other employees and the public in an effective and professional manner.

\*Comprehends and makes inferences from written material.

\*Operates a motor vehicle using a standard driver's license.

\*Maintains knowledge of safety regulations and practices relating to work in public rights-of-way and on construction sites.

\*Regular, reliable and punctual attendance.

\*Shows initiative in performing job functions.

\*Due to internal and external customer service needs, incumbent must be able to work a full time schedule, on-site (appropriate City work sites).

\*Works effectively under pressure and with frequent interruptions.

\*Completes work and projects in a thorough and timely manner.

\*Understands and follows directions from supervisor, posted work rules and procedures.

\*Works courteously and effectively with public officials, citizens, contractors, vendors, developers, supervisor, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to City and department.

\*Shows initiative in performing job functions

\*Performs related work as required.

\* = Primary function.

**MINIMUM  
QUALIFICATIONS**

Two year degree in civil engineering technology, and or two years college level course work in civil engineering-like subjects and five years of increasingly responsible survey experience or a combination of education, training and experience to be able to perform the essential tasks of the job listed above. Equivalent experience may be substituted for the educational requirement.

**ADDITIONAL  
INFORMATION**

The employed works mainly outdoors, sometimes during inclement weather; occasionally indoors in a clean, climate-controlled workspace. The employee is required to sit, talk, and hear; frequently required to use hands to finger, feel or handle writing utensils, computers and office supplies which require repetitive arm, wrist and hand movement. Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl. Specific vision abilities include close, distant, color, and peripheral vision, depth perception and to adjust focus. The employee is required to carry, lift or move up to 35 pounds. Visits job sites that may require walking on uneven, rocky, or rough ground. The position requires mental acuity to ensure thorough mental analysis of situations. Employee is required to maintain confidentiality of information within the department. Employee is required to perform work

in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience and courtesy at all times.

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### Project Surveyor Supplemental Questionnaire

- \* 1. What is your highest level of education completed?
  - High School Diploma or equivalent
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
- \* 2. Do you have a current state driver's license with no pending risk of loss?  
 Yes    No
- \* 3. Do you have a current Flagging Card?  
 Yes    No
- \* 4. Do you have your Land Surveyor-in-Training (LSIT) certification?  
 Yes    No
- \* 5. How many years of increasingly responsible professional level survey work experience do you have?
  - Less than 5 years
  - 5 - 7 years
  - 8 - 10 years
  - More than 10 years
- \* 6. Do you have experience in the following areas? If yes, please describe your experience and give examples of work you have performed as appropriate. List types of equipment and software used where applicable. -Survey office calculations in support of construction staking, assessment of utility conflicts and actions taken to correct design anomalies prior to construction, especially in support of municipal projects.  
 Yes    No
- 7. If yes, please describe.
- \* 8. -Deed research, calculations and ownership determination for road rights of way, easements, and public properties. Writing of legal descriptions for utility easement and right of way acquisition, dedication deeds and conveyances.  
 Yes    No
- 9. If yes, please describe.

- \* 10. -Experience coordinating survey crew schedules with several projects concurrently; scheduling survey field crews, ability to layout, research, analyze and conduct complex survey assignments with limited supervision.

Yes    No

11. If yes, please describe.

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- \* 12. -Field experience gathering survey data for boundary and topographic mapping and performing construction staking for public utilities and roads.

Yes    No

13. If yes, please describe.

\* Required Question