

CLASS SPECIFICATION FOR
County Surveyor

GENERAL STATEMENT OF DUTIES: Oversees technical and supervisory work of land surveying and a Para-professional civil engineering nature involving the supervision of a survey party; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the supervision of location, property, construction and other types of surveys. The work involves application of civil engineering knowledge and field survey experience. This class trains in-house crewmembers and supervises their duties in addition to supervising contract surveyors. Work is subject to review in progress and upon completion by a professional engineer.

EXAMPLES OF WORK (illustrative only):

- Conducts Boundary Surveys of properties acquired or to be acquired by the County of Henrico and prepares and seals the plats per Virginia Department of Professional and Occupational Regulation.
- Conducts location surveys to determine the proper location of streets, sewers, and water lines;
Seals easement, right of way, boundary and related plats for recordation
- Checks computation and alignment data;
- Ascertains property lines;
- In connection with topographic surveys, produces a map showing the nature and artificial features of a given area such as houses, roads, fences, and property lines;
- Provides the construction crew with stakes giving the proper alignment and grade for street or storm sewer;
- Makes daily and monthly reports relative to the progress of a survey party;
- Gives instructions to subordinates in all phases of the work;
- Conducts global positioning system techniques to establish Va. State Plane Coordinates for County survey work
- Manages and maintains Survey budget, tracks expenditures, and submit cost for proposed budgets
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of mathematics, including trigonometry; considerable knowledge of the principles and practices of civil engineering; ability to operate surveying instruments in the performance of surveying work; ability to reduce and plot field notes and to make field and office engineering computations; ability to read and interpret engineering plans and specifications; ability to lay out, direct, and supervise the work of a small group of technical employees; skill in the use of surveying instruments; knowledge of GPS and AutoCAD software; physical condition that permits working out of doors and under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school supplemented by courses in land surveying and civil engineering, preferably a college graduate and eight (8) years of progressively responsible sub-professional field and office engineering experience, including two (2) years of instrument experience on a survey party; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Some positions may require possession of a valid driver's license issued by the State of Virginia. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate the specific sensory and/or physical demands of the given position. Must have a current Land Surveyor license in the Commonwealth of Virginia .

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Established 8/31/06
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.