

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** COUNTY SURVEYOR **GRADE:** 16

**TITLE ABBREVIATION:** COUNTY SURVEYOR **TITLE NO.:** 6215

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** PUBLIC WORKS **DIVISION:** ADMINISTRATION

**SUPERVISOR'S TITLE:** DEPUTY COMMISSIONER/DIV. OF ENGINEERING

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work involving responsibility for all the surveying work necessary for maintenance and repair of roads, bridges and buildings for Orange County Department of Public Works. The work is performed under the general supervision of the Deputy Commissioner, Division of Engineering according to established policies and procedures. Supervision is exercised over the work of subordinate surveying personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises a surveying party engaged in determining exact field measurements for road and bridge maintenance, and construction projects, buildings, drainage, sewer, landfill, etc;
2. Prepares right of way maps and other County surveys;
3. Establishes property boundary lines for mapping purposes;
4. Computes and supervises computations involving location of property lines including closures, area and coordinate positions;
5. Describes and checks easements and property maps and prepares them for public filing;
6. Gathers background information and searches public records including deeds, mortgages, etc., to facilitate the conduct of the surveys;
7. Insures that survey instruments and equipment are in good working condition;
8. Prepares cross sections and topographic maps from field notes;
9. Supervises plotting and drafting of survey and deed data;
10. Stamps, signs and certifies all surveys.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of techniques and practices of land surveying; good knowledge of geometric and trigonometric principles as they apply to surveying; working knowledge of the principles of road and bridge construction; skill in the use and care of instruments and equipment used in surveying and drafting work; ability to make, read and interpret sketches, maps and plans; ability to follow technical oral and written directions; ability to prepare accurate and detailed reports; ability to supervise the work of others; initiative; good judgment; accuracy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Surveying, Engineering, Construction Technology, Architecture or related field and five (5) years experience in land surveying, civil engineering, or construction; **OR**
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Surveying, Engineering, Construction Technology, Architecture or related field and seven (7) years experience in land surveying, civil engineering, or construction.

**SPECIAL REQUIREMENTS:** Possession of a New York State Land Surveyor's license. Possession of a valid driver's license.