



CITY OF FAIRBANKS JOB DESCRIPTION

JOB TITLE: City Surveyor
CLASSIFICATION NO: 1561
DEPARTMENT: Engineering
STATUS: Non-Exempt
POSITION REPORTS TO: City Engineer
UNION: IBEW

JOB SUMMARY

The position works closely with a team of civil engineers and performs all aspects of land surveying in an urban environment based on the needs of road and utility projects. Work is performed under limited supervision and requires a Professional Land Surveyor license.

ESSENTIAL JOB FUNCTIONS

- 1) Establish survey standards and processes for the Engineering Department.
- 2) Perform survey work in support of the City's road and utility projects with the assistance of one or more engineering/survey technicians.
- 3) Provide training, assistance, and support to engineering/survey technicians.
- 4) Maintain all survey equipment and make recommendations for replacement or upgrades.
- 5) Search legal records, survey records, land titles, and any other pertinent data to obtain information about right-of-way, easements, and property boundaries in areas to be surveyed.
- 6) Develop and stamp survey control sheets for construction plan sets.
- 7) Develop drawings and plans from field and record data to design-ready standards.
- 8) Review and prepare plats and write legal descriptions of property boundaries.
- 9) Provide surveying support to other City Departments.

The preceding examples are representative of assignments performed by this class and are not intended to be inclusive.

KNOWLEDGE, SKILLS AND ABILITIES

These factors will be the basis for selecting those qualified candidates to be interviewed. Candidates hired must satisfactorily demonstrate these factors during a prescribed probationary period for continued employment:

- 1) Advanced knowledge and experience with equipment and software used in GPS and Total Station surveying.
- 2) Advanced experience using AutoCAD, including the ability to download survey data, create point files, and produce topographical drawings in AutoCAD for construction plans.
- 3) Familiarity with surveying for road reconstruction projects in an urban environment that involve above and below ground utilities.
- 4) Ability to take accurate field notes and reduce them to drawings, and produce and comprehend legal descriptions.
- 5) Ability, working as a team leader without supervision, to produce work within budget and on schedule.
- 6) Familiarity with local platting regulations and right-of-way conventions.
- 7) Ability to prepare plats to Fairbanks North Star Borough standards.
- 8) Familiarity with the Alaska State Plane Coordinate System.

MINIMUM REQUIREMENTS

Persons applying should have the following experience and/or training:

- 1) Associate's Degree required (Bachelor's preferred) in surveying or civil engineering.
- 2) Four years of experience using survey grade GPS and Total Station equipment.
- 3) Must be licensed by the State of Alaska as a Professional Land Surveyor, or have the ability to obtain an Alaska License within 6 months of hire.
- 4) Possess and maintain a valid State of Alaska driver's license throughout the duration of employment.

I, _____, have received, reviewed and completely understand the entire contents of this job description.

Signature of Employee

Date

Signature of Supervisor

Date

The City of Fairbanks is an Equal Opportunity Employer.

Jim Matherly
City Mayor
04/2018