

City of Dallas
Classification Specification

Title:	Chief City Surveyor	Class Code:	02214
Application:	Career Series	Pay Grade:	N
Supplemental/Code:	Supervisory/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/01/2014

Position Purpose:

As the chief surveyor for the city, plans, organizes, and manages the activities of the Survey Division and the Abstract Section of the Public Works Department to gather, maintain, and disseminate survey and abstract information to the public and to various user groups within the city.

Essential Functions:

1. Reviews all survey projects completed by city staff and private surveyors to ensure compliance with state law and city regulations.
2. Manages staff of Survey Division to ensure completion of capital and petition projects in an efficient manner and plans, directs, and manages the activities of the abstract section to provide abstract information for city property acquisition, code enforcement, and the completion of construction projects.
3. Meets with staff from other city departments and with private citizens to provide information pertaining to surveys and abstracts.
4. Assists engineers, surveyors, and the public in obtaining survey information including maps, plats, surveys, deeds, and abstracts to complete paving, drainage, and construction projects.
5. Develops work plans for Survey Division projects and scopes of work for private surveying projects contracted by the city.
6. Produces plats used by city departments to effectively complete infrastructure improvements.
7. Supervises the preparation of all legal descriptions of property bought, sold, abandoned or leased by the city to ensure that accurate title information is used.
8. Appears in court as expert witness to testify on behalf of the city in defense suits and condemnation proceedings.
9. Performs related duties as assigned.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of principles of management and personnel administration.

Ability to plan, organize, direct, and coordinate the work of others.

Thorough knowledge of land measurement practices and principles.

Thorough knowledge of surveying instruments and tools.

Ability to calculate information needed to conduct surveys from field notes, public records, maps or plats, deeds, and other sources.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to develop and administer annual budget of approximately \$3 million.

Must be a Registered Public Land Surveyor in Texas.

Working Conditions and Hazards:

Majority of work is performed under normal office conditions.

Makes field inspections as necessary.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.