

**City of Dallas
Classification Specification**

Title:	Surveyor Trainee	Class Code:	02219
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/01/14

Position Purpose:

Works in the field and office to assist in conducting surveys and in the preparation of legal descriptions to gather information from and disseminate survey information to various user groups.

Essential Functions:

1. Analyzes and reviews data gathered by field crews to ensure completeness and accuracy of survey information; may supervise a field crew in the gathering of survey data and make field sketches and notes to document survey data.
2. Uses survey data to generate and coordinate files for use in determining property lines, topographical features, cross-sections, field notes, quantities of materials used, and metes and bounds descriptions; conducts on-site inspections to ensure survey drawings are accurate.
3. Assists Registered Professional Land Surveyors in calculating, researching, and analyzing properties to write legal descriptions to be used in land conveyances including buying, selling, abandoning, closing, and vacating to ensure accurate survey information is used.
4. Reviews plans, plats, field notes, etc., from private surveyors to ensure all information included is accurate.
5. Reviews construction plans and suggests corrections to plans; ensures that project is accurately staked.
6. Prepares scale drawings and plans for various construction projects, right-of-way, easement or property line establishments.
7. Researches information from vault archives and other sources, prepares and reviews legal descriptions, prepares and reviews plats and maps to assist in completing survey work.
8. Assists in the daily operations of vault archives to provide property records to the public and to City staff.
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:

Knowledge of trigonometry, geometry, and algebra.

Ability to solve field and office survey engineering problems using knowledge of land lines, property titles, deeds and abstracts, and calculations.

Ability to use CAD, GIS, and other survey-related software.

Ability to use Total Stations and other field survey equipment.

Ability to read and understand plats, construction plans, utility maps, and legal descriptions.

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 conduct research for legal documents.

Requires a bachelor's degree with coursework approved by the Texas Board of Professional Land Surveying or a Surveyor in Training certificate.

Depending on Assignment:

Knowledge of the principles of supervision; ability to supervise others.

Working Conditions and Hazards:

Subject to all weather conditions and traffic hazards when making field inspections, subject to extensive walking in field.

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.