

**CITY OF SALEM  
CHIEF SURVEYOR**

**00109  
30109  
50109**

**NATURE OF WORK**

This is responsible supervisory and professional surveying work in directing the activities of the personnel of a survey section.

Work involves responsibility for planning, overseeing, checking, and evaluating the activities of the section. Work requires the effective utilization of personnel, the establishment and adherence to work schedules and responsibility for the accuracy and completeness of work performed. Supervision may be exercised over a number of survey parties. The employee of this class receives general administrative direction.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Assigns survey crews to perform surveying assignments as requested; allocates and reallocates personnel to meet deadlines and to maintain effective utilization of staff; checks jobs in the field for methods, crew utilization, and rate of progress.

Checks work upon completion for performance and completeness; forwards work to requesting parties. Stamps boundary surveys to be recorded at the County Surveyors office.

Develops and reviews long-range surveying projects including surveying monument establishing and perpetuation, bench mark establishment, and satellite monument.

Performs related work as required.

**WORK QUALIFICATIONS**

Registration as a Professional Land Surveyor by the State of Oregon at time of appointment. Considerable experience in surveying of a progressively responsible nature; graduation from a four-year college or university with major course work in surveying or civil engineering; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of the principles, practices, and techniques of land surveying and related civil engineering practices.

Considerable knowledge of the characteristics of public works facilities and utilities as applied to surveying practices and procedures.

Ability to plan, supervise, and evaluate the work of subordinate personnel engaged in a comprehensive program of municipal public works surveying.

Ability to adjust procedures and manpower utilization to meet standards of accuracy, completeness, and timeliness.

Some positions may require possession of a valid Oregon driver's license or Class 4 license and the ability to meet the City's driving standards.

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Personnel Director