

SURVEYOR**General Statement of Duties and Responsibilities**

This class of positions encompasses technical and supervisory land surveying work of varying degrees of difficulty and responsibility. Operates a motor vehicle to reach sites. Performs surveys to determine real property boundaries under the direction of a registered New York State Land Surveyor. May use automated systems, such as Computer Aided Drafting and Design (CADD) software. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I - A

Under close supervision, receives training in and assists in performing the land surveying work described under Assignment Level I - B below. As training progresses, performs the more routine tasks described under Assignment Level I - B below.

Assignment Level I - B

Under supervision, with some latitude for independent judgment and action, performs land surveying work such as the following:

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SURVEYOR (continued)Assignment Level I - B (continued)Examples of Typical Tasks

Measures and plots the dimensions and areas of real estate properties, including all natural and machine made structures and objects on such properties, the lengths and directions of boundary lines, and the contour of the surface; utilizes survey abstracts, such as final sections, borough survey controls, deeds, and old surveys to determine boundaries and set controls for construction.

Establishes/reestablishes real property boundary lines in accordance with relevant laws, codes and regulations; determines encroachments; writes boundary descriptions.

Operates survey instruments, such as total-station, Global Positioning Systems receivers, and electronic data collectors.

Prepares field sketches.

Reviews and edits survey consultant submissions for accuracy and completeness.

Performs required land surveying calculations.

Researches real property data, collecting such information as deeds, titles, tax maps, utility plates, and as-builts, to produce various maps, such as topographical/property line, damage/acquisition, completion survey, and plan and profile maps.

Acts as field supervisor of survey party in the absence of the supervisor.

Keeps manual and computer records; prepares reports.

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SURVEYOR (continued)Assignment Level II

Under general supervision, with latitude for independent judgment and decision making, supervises, directs and takes full responsibility for assigned staff performing the duties described under Assignment Level I A and B above in the field and/or office; reviews and approves all work performed by subordinates. In addition, performs the following:

Examples of Typical Tasks

Plans, assigns, and reviews the work of subordinates, trains new personnel in the use of survey instruments; prepares progress reports and field sketches; and sets survey controls for real property line surveys and construction.

Manages land survey contracts; plans and assigns work of subordinates in reviewing consultant surveys for accuracy and completeness; ensures survey standards, land survey computations, real property line determinations, boundary descriptions, and encroachments are correct and in accordance with pertinent laws, codes, regulations and contracts; provides direction for survey consultants and solutions for survey problems.

May, with a valid registration as a New York State Land Surveyor, be assigned to direct Surveyors determining real property boundaries and to sign and seal land surveying work for the purposes defined in Article 145 of the NYS Consolidated Laws.

Assignment Level III

Under general direction, with wide latitude for independent judgment and decision, directs, assigns, monitors and oversees assigned staff performing the duties described under Assignment Levels I and II above. In addition, performs the following:

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SURVEYOR (continued)Assignment Level III (continued)Examples of Typical Tasks

Holds meetings with agency and other interested parties, such as contractors to ascertain survey needs/objectives; assigns and schedules surveying projects/duties.

Provides solutions to complex surveying problems, as needed; answers questions and provides technical expertise to subordinates, agency management and contractors.

Signs and seals the work of other Surveyors for the purposes defined in Article 145 the NYS Consolidated Laws. Directs staff in determining real property boundaries.

Qualification Requirements and License Requirement for Surveyor

1. A baccalaureate degree from an accredited college in surveying, surveying engineering, surveying engineering technology or in similar surveying-related majors, and two years of full-time satisfactory land surveying experience; or
2. An associate degree from an accredited college in the surveying-related majors listed in "1" above, and four years of full-time satisfactory experience as described in "1" above; or
3. A four year high school diploma or its educational equivalent and six years of full-time satisfactory experience as described in "1" above; and
4. A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

SURVEYOR (continued)

Qualification Requirements and License Requirement for Surveyor (continued)

Additional Qualification Requirement For Assignment Level I - B

In addition to meeting the "Qualification Requirements" for Assignment Level I - A above, to be assigned to Assignment Level I - B individuals must have at least one additional year of experience, for a minimum of three years of full-time satisfactory experience as described under Qualification Requirement "1" above.

Note:

After completion of one year of satisfactory service in Assignment Level I - A incumbents will automatically be assigned to Assignment Level I - B.

Additional Qualification Requirement For Assignment Level II

In addition to meeting the "Qualification Requirements" for Assignment Level I - A above, to be assigned to Assignment Level II, individuals must have two additional years of experience for a minimum of four years of full-time satisfactory experience as described under Qualification Requirement "1" above.

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SURVEYOR (continued)Qualification Requirements and License Requirement for Surveyor (continued)Additional Qualification Requirement For Assignment Level III

In addition to meeting the "Qualification Requirements" for Assignment Level I - A above, to be assigned to Assignment Level III, individuals must have three additional years of experience for a minimum of five years of full-time satisfactory experience as described under Qualification Requirement "1" above and must meet the "License Requirements" described below.

Additional License Requirement

Registration as a New York State Land Surveyor is required for appointment to Assignment Level III. To be assigned to officially sign off on land surveying work, a Surveyor - Assignment Level II must be a registered New York State Land Surveyor. This registration must be maintained for the duration of the employment.

Note:

Land surveyor work performed by Surveyors Assignment Levels I and II, to determine real property boundaries for the purposes defined in Article 145 of the NYS Consolidated Laws, must be signed and sealed only by a Registered New York State Land Surveyor.

Direct Lines of Promotion

From: None

To: None