

LAND SURVEYOR

Recruitment #1607-1811DC-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-ADMIN
Open Date	11/10/2016
Filing Deadline	12/2/2016 11:59:00 PM
HR Analyst	Jeff Harvey

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work.

PURPOSE

Under the direction of the Central Drafting and Records Manager, the Land Surveyor oversees, directs, and advises Engineering Technicians in the field and office. This person will be responsible for right-of-way easements and surveys; Certified Survey Maps; property vacations; control surveys for construction projects; as-built surveys; construction staking; design and drafting of projects and training of Technicians.

ESSENTIAL FUNCTIONS

- Review of Certified Survey Maps or subdivision plats submitted to the City for approval.
- Prepare legal descriptions and drawings for right-of-way projects including openings, right-of-way vacations and easements.
- Search legal records, survey records and land titles to obtain information about property boundaries. Write descriptions of property boundary surveys for use in deeds or other legal documents.
- Supervise Engineering Technicians in the preparation of all data, charts, plats, maps, records and documents related to surveys.
- Complete complex projects using computer aided design software, manual computations, tables, and charts according to national, state and local regulations.
- Maintain official maps, quarter sections and plat pages.
- Verify accuracy of survey data including measurements and calculations conducted at survey sites including calculate heights, depths, relative positions, property lines and other characteristics of terrain.

Land Surveyor (DPW-Infrastructure-Admin)

- Train and direct staff to establish legal boundaries for properties, based on legal descriptions.
- Develop criteria for survey methods and procedures applicable to municipal surveying.
- Maintain survey equipment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Two years of municipal land surveying experience.
2. State of Wisconsin Professional Land Surveyor certification at time of application and throughout employment. *(Note: A legible copy of your valid certification must be attached to the application or submitted by the application deadline.)*
3. A valid driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of surveying principles including legal properties, horizontal and vertical control, municipal, remote, as-built, municipal construction surveying, horizontal and vertical curve.
- Knowledge of mathematics such as arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Knowledge of computer software and programs such as Microsoft Word, Excel, Outlook, land management systems, and surveying programs.
- Oral communication skills to effectively communicate with others of various backgrounds, experience and training.
- Written communication skills to create technical reports and professional correspondence.
- Interpersonal skills to effectively develop and maintain working relationships with diverse groups of people inside and outside the organization.
- Time management skills to meet deadlines.
- Ability to read and interpret work related documents and materials such as state statutes, city ordinances, policies and procedures.
- Ability to identify complex problems and develop options and implement solutions.
- Ability to operate and maintain basic surveying equipment and electronic total station and electronic field data recording survey equipment.
- Ability to keep accurate and complete field notes and sketches.
- Ability to incorporate field notes and survey data into computer based drafting software.
- Ability to train, supervise and mentor team members.

CURRENT SALARY

The starting annual salary range (PR 2IN) for City of Milwaukee residents is \$66,324 to \$81,844; non-residents is \$64,697 to \$79,836. Appointment at any rate within the applicable range is possible based on qualifications and experience, subject to approval.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

INITIAL FILING DATE – The examination will be held as soon as practical after **December 2, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.