

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: CITY SURVEYOR**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**REPORTS TO: CITY ENGINEER**

**JOB CODE: 2116**  
**DATE: 2/08**

**JOB SUMMARY:**

Performs professional survey duties to determine the legal nature or status of rights-of-way and easements.

**ESSENTIAL JOB FUNCTIONS:**

Provides opinions related to the legal status of roads, rights-of-way, and easements.

Researches statute law, case law, and City Clerk records to provide opinions related to the legal status of roads, rights-of-way, and easements; writes detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to management, elected officials, and others.

Researches property lines and chains of title of properties; performs boundary surveys; prepares boundary and easement plans; prepares legal descriptions for property or easement interests to be included in deeds; issues surveyor's reports.

Serves as a witness on behalf of the city for DWI cases related to the legal status of roads.

Prepares documents, reports, and affidavits for the City Solicitor for boundary line disputes, easement disputes, and rights-of-way disputes.

Reviews boundary plans, easement plans, site plans, and development plans submitted by private surveying or engineering companies for Planning Board Review; reviews and approves all deeds associated with private development to be conveyed to the city.

Administers city surveying projects under contract to private surveying companies; reviews and approves final work products.

Assigns and maintains records of address assignments, address alterations, and street names within the city; approves the use of proposed street names associated with new subdivisions or developments.

Maintains an archive of all survey plans, boundary plans, easement plans, site plans, development plans, and roadway construction plans for review and use by the general public, private surveying and engineering companies, attorneys, and other city departments; maintains utility information used for the marking of utilities.

Oversees the collection of vehicle data counts and vehicle data speeds and the preparation of reports based on that data.

Assists the public by interpreting all survey plans, boundary plans, easement plans, development plans, and roadway construction plans; assists in the interpretation of the same types of plans for incorporation into the City's Geographic Information System database.

Prepares personnel performance evaluations; approves leave requests; reviews and approves time sheets; assigns and monitors work.

Prepares and monitors the operating budget for the Records/GIS section; identifies and develops potential sources of supplies, materials, equipment, and services that are capable of providing appropriate quality at appropriate prices.

Provides recommendations to all departments concerning the application of ordinances, laws, and case law.

Attends meetings with consultants and property owners on issues concerning a variety of engineering or surveying projects; may represent the division at development, departmental, interdepartmental, or other meetings as requested.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Copy Machine	Calculator	Fax Machine
Survey Equipment	Scale	Camera
GIS Software	Computer	Vehicle

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree or equivalent from a two-year college or technical school, and

Four to six years of progressively responsible related experience, or

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Licensed Land Surveyor in the State of NH

Valid Driver's License.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of civil engineering.

Principles and practices of construction.

Principles and practices of surveying.

AUTOCAD, spreadsheet, word processing, and database software.

Record keeping, report preparation, filing methods, and records management techniques.

Basic budgetary principles and practices.

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Computer applications related to the work.

**Skill in:**

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Accurate use of AUTOCAD drafting and engineering software.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

**Mental and Physical Abilities to:**

Read and understand engineering plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Deal with problems involving several alternative variables in various situations.

Collect data, establish facts, and draw valid conclusions.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Frequently lift light and heavy objects.

Climb ladders.

Use tools and equipment requiring a high degree of dexterity.

Distinguish between shades of color.

**Working Conditions:**

Work is performed in an office, stockroom, warehouse, or outdoors.

The employee may be exposed to noise, dust, dirt, grease, and cold or inclement weather.

The work requires the use of protective devices such as masks, goggles, or gloves.

