



April 16, 2008

For Immediate Release  
SUBJECT: Job Announcement

## CITY SURVEYOR

**City of Bowling Green – Engineering Division**  
(Pay Band 5 through 6/29/08: \$49,440 – \$74,156)  
(Pay Band 5 as of 6/30/08: \$51,319 – \$76,973)

This full-time, salaried, exempt position is responsible for providing vital surveying and engineering information, including documents, in order to maintain and promote growth of the City's infrastructure. Performs land surveys, easements, plats, etc., writes legal descriptions; performs research at the Court House to determine legal rights and to gather evidence; acts as a consultant for the administration and the public by providing information; estimates construction costs for proposed utility and public works projects; schedules work for survey crews and Engineering Division; designs utility and public works projects; checks surveying and engineering plans; completes pay estimates for projects; performs complex mathematical calculations, including latitude and longitude; writes specifications for public works projects (sidewalks & pavements); performs survey field work and construction staking; and performs other related duties as assigned. Job requires incumbent to stand, talk/hear, sit, walk and occasionally lift up to 25 pounds. Work performed both indoors in an office setting and out doors. Must be able to focus clearly at 20 inches or less. Ability to use spreadsheet, database, word processing and selected job-specific software. Ability to use surveying instruments. Four-year college degree; certification as a registered professional surveyor; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Residency requirement. Interested persons must complete an application that is available in the City of Bowling Green's Personnel Department, 304 North Church Street, Bowling Green, OH 43402-2399. The application is also on-line at: [www.bgohio.org](http://www.bgohio.org). Resumes may be included, but will not substitute for a completed application. Telephone: (419)354-6200 e-mail: [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org) Office hours: M – F 8:00 a.m. – 4:30 p.m. Copy of the job description will be provided to applicants. **The deadline for making application is 4:30 p.m. May 23, 2008. AA/EEO**

Barbara A. Ford  
Personnel Director

bf

pc: file

**POSITION TITLE:** CITY SURVEYOR  
**DEPARTMENT:** PUBLIC WORKS  
**DIVISION:** ENGINEERING

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

City Engineer

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Surveying Technician; Surveying Intern

**DIRECT:** 2

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for providing vital surveying and engineering information, including documents, in order to maintain and promote growth of the City's infrastructure.

**JOB RESPONSIBILITIES**

- Performs land surveys, easements, plats, etc., and writes legal descriptions
- Performs research at the Court House to determine legal rights and to gather evidence
- Acts as a consultant for the administration and the public by providing information
- Estimates construction costs for proposed utility and public works projects
- Schedules work for survey crews and Engineering Division
- Designs utility and public works projects
- Checks surveying and engineering plans
- Completes pay estimates for projects
- Performs complex mathematical calculations, including latitude and longitude
- Writes specifications for public works projects (sidewalks & pavements)
- Performs survey field work and construction staking
- Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, talk/hear, sit, walk and occasionally lift up to 25 pounds. Must be able to focus clearly at 20 inches or less.

## REQUIRED SKILL SETS

### *Occupational/Technical Skills*

Ability to use spreadsheet, database, word processing and selected job-specific software

Ability to use surveying instruments

### *Administrative Skills*

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

### *Cognitive Skills*

Ability to deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of technical information with abstract and/or concrete variables

Knowledge of methods and techniques of research

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to perform engineering calculations

Ability to research, compile and summarize a variety of informational and statistical data and materials

Knowledge of basic budgetary principles and practices

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

### *Communications Skills*

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to prepare clear and concise reports, correspondence and other written materials

### *Interpersonal Skills*

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to arrive at constructive solutions while maintaining positive working relationships

### *Leadership Skills*

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals

Ability to clearly assign responsibilities and tasks to others

Ability to facilitate professional growth

## DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting but activity schedule is irregular and is subject to pressure from deadlines.

## EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Four-year college degree; certification as a registered professional surveyor; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.