

ASSOCIATE SURVEYOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent directs, plans and coordinates the work of the survey section. The incumbent is responsible for research, planning, scheduling and survey work. At this level, the incumbent makes decisions independently on survey problems and methods and directs the work on these projects. The incumbent is responsible for the survey review of designs and estimates for capital construction prepared by consultants. The Associate Surveyor is responsible for first line supervision of a unit, and supervises a number of professional, sub-professional and technical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors the work of consulting firms and private surveyors performing services for the County in connection with land acquisition construction sites and horizontal and vertical control;

Supervises and directs the Westchester County Control Survey project and the consultants and agencies involved;

Follows up on contractual arrangements with third parties to assure fulfillment of contractual obligations;

Establishes jurisdictional lines such as highway right-of-way lines and channel lines for stream control;

Assists the County and municipalities in the description and location of municipal boundaries;

Represents the County as a professional witness in court and prepares and provides maps, legal descriptions and required data for the Court;

Maintains high-level County and inter-municipal contacts on survey matters and obtains grants for survey projects;

Directs the field survey personnel on surveys relating to property, engineering and construction and develops complex plans, mathematical delineations and related instructions necessary for them to complete the field surveys;

Supervises the preparation and maintenance of all maps, specifications and estimates for survey projects;

Seals and signs plans, working drawings and specifications as a licensed Land Surveyor as defined in the New York State Education Law;

EXAMPLES OF WORK: (Illustrative Only) (Con't)

Negotiates survey contracts with consulting firms including aerial mapping;

Advises supervisor on all phases of survey programs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and practices of land survey and survey control; thorough knowledge of the practices of specification writing; good knowledge of the principles and practices of civil engineering; good knowledge of the legal principles and practices of contract preparation; good knowledge of State and Federal survey requirements and grants in aid; good knowledge of computer assisted design, CAD; familiarity with design and construction of structures; skill in complex engineering computations; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to layout and supervise the work of professional and sub-professional engineering staff or survey crews; ability to get along well with others and to deal effectively with contractors; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelors Degree* in engineering with course work in land surveying and eight years of experience in Land Surveying; or (b) a Bachelors Degree* in engineering technology with course work in land surveying and nine years of experience in Land Surveying; or (c) a Masters Degree* in engineering with course work in Land Surveying and seven years experience in land surveying; or (d) a satisfactory equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENT: Possession of a license to practice as a Land Surveyor in New York State. Possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary degree granting institution.