

**TOWN OF WAYLAND
DRAFT POSITION DESCRIPTION**

Title:	Town Surveyor
Department:	Department of Public Works
Appointing Authority:	DPW Director with ratification of Town Administrator
Affiliation:	AFSCME
Grade:	G-7
Personnel Board Approved:	4/27/99
Personnel Board Revised:	9/11/17

Summary of Duties

Skilled technical and administrative work in conducting surveys and other surveying activities in conjunction with municipal engineering projects; interacts with activities related to the Town Geographic Information System (GIS); all other work as required.

Supervision Received

Works under the general direction of the DPW Director or designee.

Performs diverse technical work requiring the accurate application of accepted standards of performance, and the exercise of independent judgment and initiative in completing assigned tasks.

Supervision Exercised

None.

Job Environment

Work is generally performed under typical office conditions; frequently required to perform field work outdoors with exposure to variable weather conditions and hazards associated with construction sites. Occasionally required to attend night meetings.

Operates light trucks, hand tools, computers, standard office equipment, and various engineering equipment including, but not limited to, survey instruments, CAD, field equipment, and GPS equipment.

Makes frequent contacts requiring perceptiveness and discretion involving complex information with other Town departments, utilities, local and State agencies, and occasional contact with the general public.

May have access to Department-related confidential information, such as legal information on Town land issues.

Errors may result in time and monetary loss, poor public relations, reduced services to citizens, damage to buildings, equipment, and facilities, danger to public health and safety, environmental damage, and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Responsible for managing and administering Surveying activities.

Works in conjunction with other senior DPW staff on a variety of construction and maintenance projects.

Responsible for revision and update of the Town atlas (land transfers, subdivisions, zoning changes, roadway changes, construction, conservation easements, deeds).

Works with the IT Director and the GIS Coordinator on survey related matters for the update and maintenance of the GIS System; interacts with various Town departments as required.

Responds to requests for information from the public on a variety of surveying information.

Under the direction of the DPW Director, performs surveying/engineering services for other departments, including topographic surveys and site surveys; performs land surveys for Town Meeting and Town Counsel, to facilitate land transfers.

Produces customized plans, drawing, maps and other documents, utilizing CAD and other graphic software programs, to meet individual requests, which may require gathering information from multiple data sources, e.g., state and federal data, consultant data, surveying information.

Maintains existing plans of all properties in Town in an electronic data base.

Establishes Town boundaries and boundary markings for roads.

Serves as primary point of contact for FEMA Flood Plain for the Town.

Under the direction of the DPW Director or designee, manages the daily operations of the Survey function; recommends survey procedures and documents; assists in the development of the annual capital and operating budget for survey and engineering related matters; makes recommendations and facilitates contracted services; coordinates and participates in upgrades and purchasing of survey equipment, computer hardware and computer software for the department.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

Performs similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in surveying, engineering or equivalent field of study.

Experience:

5 years' experience, including three years technical, municipal government experience desirable.

Licenses/Certificates:

Registered as a Massachusetts Professional Land Surveyor

Knowledge, Abilities and Skills

Thorough knowledge of land surveying principles, practices, methods and equipment.

In-depth knowledge of computers, CAD and GIS software.

Extensive knowledge in the application of surveying skills to public works projects.

Thorough knowledge of local, State, and federal laws and regulations governing the municipal infrastructure and the practice of surveying.

Ability to perform field surveys, drafting and engineering work.

Ability to communicate complex information effectively.

Ability to read and interpret technical documents (plans, deeds, etc.).

Ability to stamp certified land descriptions.

Strong computer application skills required.

Verbal and written communication skills.

Excellent customer service skills.

Physical Requirements

Minimal physical effort generally required when performing duties in office; light to moderate physical effort demanded while performing surveying functions. Must have physical agility to access uneven terrain while performing surveying functions. May be required to walk and stand for extended periods. Vision must be correctable to normal ranges. Must be able to distinguish colors and judge distances and spatial relationships. Ability to operate a keyboard.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.