

Civil Service Title: Surveyor	Level: II
Title Code No: 21015	Salary: \$62,000 - \$72,000
Office Title: Surveyor	Work Location: Olmsted Center, Queens
	Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under supervision, with latitude for independent judgment and decision making, supervises, directs and takes responsibility for assigned staff performing land surveying work; reviews and approves all work performed by subordinates.
- Prepare sketches, maps, plans and legal descriptions of property.
- Perform site surveys. Provide direction for survey consultants.
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites by others.
- Direct and conduct surveys in order to establish legal boundaries.
- Record the results of surveys and calculate the heights, depths and relative positions of property lines.
- Prepare or supervise the preparation of all plans, plots, maps, records and documents related to surveys.
- Coordinate findings with the work of engineers, architects and landscape architects.
- Seal and sign off on land surveying work.

QUALIFICATION REQUIREMENTS

- A baccalaureate degree from an accredited college or university in surveying, surveying engineering, surveying engineering technology or in a similar surveying-related major, and two years of full-time satisfactory land surveying experience; or
  - An associate degree from an accredited college or university in the surveying-related majors listed in “1” above, and four years of full-time satisfactory land surveying experience; or
  - A four year high school diploma or its educational equivalent and six years of full-time satisfactory land surveying experience.
- High School education must be approved by a State’s Department of Education or a recognized accrediting organization. College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education (CHEA).

**Additional Qualification Requirement For Assignment Level II:** In addition to meeting the "Qualification Requirements" for Assignment Level I - A above, to be assigned to Assignment Level II, individuals must have two additional years of experience for a minimum of four years of full-time satisfactory experience as described under Qualification Requirement "1" above.

**Note:** To be assigned to officially sign off on land surveying work, a Surveyor Assignment Level II must be a registered New York State Land Surveyor. This position is exempt from NYC residency requirements.

DRIVER LICENSE REQUIREMENT

At the time of appointment to this position, you must possess a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

PREFERRED SKILLS/QUALIFICATIONS

- Registered New York State Land Surveyor.
- Knowledge of AutoCAD.
- Knowledge of Photoshop, PowerPoint and 3D rendering a plus.
- Excellent communication, interpersonal and organizational skills.
- Proficiency in Microsoft Word and Excel.
- Driver license valid in New York State.

<b>City Employees:</b> 1) Apply through <b>Employee Self Service (ESS)</b> under Recruiting Activities 2) Search for <b>Job ID#: 230530</b>  Include your ERN on all correspondence.  <b>For all other applicants:</b> 1) Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> 2) Search for <b>Job ID#: 230530</b>		THE CITY OF NEW YORK AND THE CITY OF NEW YORK / PARKS & RECREATION ARE EQUAL OPPORTUNITY EMPLOYERS M/F/D/V Telecommunications Device for the Deaf: (212) 504-4115 <a href="http://www.nyc.gov/parks">www.nyc.gov/parks</a>
POST DATE: 02/05/16	POST UNTIL: FILLED	Job ID#: 230530