



SURVEY TEAM JOB FAMILY (MULTIPLE)

PAY GRADES: OT-17 TO EX-44 www.cityoftulsa.org/pay

EFFECTIVE DATE: 7/31/2024

JOB FAMILY SUMMARY:

This document describes all job classifications in this job family which vary in grade level as indicated below. The first four (4) grade levels make up a **progression** where employees may progress from one grade to the next once they meet all requirements. Find the detailed specific requirements of each classification in the job descriptions below.

Class Title	Pay Grade	Progression /Promotion	Supervision Level	Minimum Education	Page #
Public Works Survey Field Tech I	OT-17	N/A	Under Direct Supervision	HS/GED	3
Public Works Survey Field Tech II	AT-23	Progression	Under Direct Supervision	30 College Hours	5
Public Works Survey Party Chief I	AT-28	Progression	Under Direct Supervision	60 College Hours	7
Public Works Survey Party Chief II	AT-32	Progression	Under Direct Supervision	60 College Hours	10
Public Works Survey Office Tech	AT-32	Promotion	Under Direct Supervision	60 College Hours	13
Public Works Professional Land Surveyor	EX-40	Promotion	Under Direct Supervision	60 College Hours	16
Public Works Survey Manager	EX-44	Promotion	Under General Supervision	60 College Hours	18

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

PURPOSE OF THE CLASSIFICATION: Develop a team of high performing surveyors with increasing levels of responsibility that utilize digital information and technology to perform topographic, boundary, construction and geodetic control surveys in accordance with established policies and procedures; local, state and federal regulations; and other related duties as assigned.

WORKING ENVIRONMENT: Working environment for OT-17, AT-23, AT-28, AT-32, and EX-40 positions are primarily outdoors and in inclement weather and occasionally indoors, may be exposed to traffic, confined spaces, temperature/ weather extremes and climbing hazards.



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The working environment for the EX-44 position is indoors in an office setting; outdoors and may be in inclement weather; and requires travel to various locations for field examinations/inspections.

PHYSICAL REQUIREMENTS: Physical Requirements for OT-17, AT-23, AT-28, AT-32, EX-40 and EX-44 positions include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 20 pounds with occasional lifting up to 80 pounds; frequent carrying up to 20 pounds with occasional carrying up to 80 pounds; occasional pushing up to 20 pounds; occasional pulling up to 60 pounds; may be subject to extended periods of walking and standing; sitting, reaching, balancing, bending. Kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

OT-17 | PUBLIC WORKS SURVEY FIELD TECH I CLASS CODE: 3618

ESSENTIAL TASKS:

- Develops technical support skills while working under the direction of the Survey Party Chief
- Learns to operate survey equipment including levels, total stations and Global Positioning System (GPS) units to acquire necessary field data
- Works closely with the Survey Party Chief and staff to ensure complete and accurate survey data collection, note keeping and field sketches
- Assist with the field survey activities compliant with standards set by the department, state, and the Architectural, Engineering, Construction (AEC) surveying industry
- Learns to utilize survey equipment to map existing features, including, but not limited to locations, shapes, elevations, and dimensions of land or features upon the land
- Learns to maintain assigned survey equipment and the coordination of scheduling of calibrations and routine maintenance
- Ensures assigned survey vehicle is kept clean, organized, stocked with survey supplies, and ensures routine maintenance is performed at the proper intervals
- Operates a City vehicle
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria:

- (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
- (b) Six (6) months experience in construction, general surveying practices or in a field relevant to the essential tasks listed

Knowledge of:

- Principles, practices, methods, and techniques of subprofessional engineering work
- Use and adjustment of modern surveying instruments

Ability to:

- Effectively work with team members to accomplish project assignments
- Make simple technical mathematical computations
- Learn how to read and work from maps, plats, and construction plans
- Make accurate notes and sketches
- Understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives and cause action or understanding

Skill in:

- Working within a team/crew environment
- Microsoft Outlook and Word

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License



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OT-17 | PUBLIC WORKS SURVEY FIELD TECH I

CLASS CODE: 3618

Proficiency Requirements

Proficiency	Time in Class	Training	Licenses & Certifications
#1	6 months	Complete one (1) City Survey Training Class, not previously taken, as approved by management	
		Complete one (1) City Safety Training Confined Space Awareness Class	
		Complete one (1.0) City Safety Training CPR/AED/First Aid Non-Certification Class	
#2	12 months	Complete one (1) City Survey Technician I proficiency test, as approved by management	
		Complete driver improvement training, as approved by management	
		Complete one (1.0) course credit from an internal City Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management	
#3	18 months	Two-Step Increase: Complete fifteen (15) percent of the required college hours applied towards the CORE Curriculum for Land Surveyors approved by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, or	
		Complete the Level 1 Certified Survey Technician (CST) program governed by the National Society of Professional Surveyors (NSPS)	

To Progress to an AT-23 | PUBLIC WORKS SURVEY FIELD TECH II

Progression	24 months	Complete all proficiencies within the OT-17 and receive a recommendation on progression from Public Works Survey Manager and Field Engineering Manager
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AT-23 | PUBLIC WORKS SURVEY FIELD TECH II CLASS CODE: 3619

ESSENTIAL TASKS:

- Provides technical support while working under the direction of the Survey Party Chief.
- Proficiently operates survey equipment including levels, total stations and GPS units to acquire necessary field data
- Works closely with the Survey Party Chief and staff to ensure complete and accurate survey data collection, note keeping and field sketches
- Performs field survey activities compliant with standards set by the department, state, and the architectural, engineering, construction (AEC) / Surveying industry
- Utilizes survey equipment to map existing features of the survey including but not limited to locations, shapes, elevations, and dimensions of land or features upon the land
- Maintains survey equipment and coordinates scheduling of calibrations and routine maintenance
- Ensures assigned survey vehicle is kept clean, organized, stocked with survey supplies, and receives routine maintenance at the proper intervals
- Operates a City vehicle
- Performs field work in the absence of the Party Chief
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

- (a) Completion of thirty (30) college hours in mathematics, surveying technology, or civil engineering, or a related field; **and**
- (b) One (1) year experience as a Survey Field Technician I or equivalent experience in construction or surveying:

Knowledge of:

- Principles, practices, methods, and techniques of subprofessional engineering work
- Use and adjustment of modern surveying instruments

Ability to:

- Effectively work with team members to accomplish project assignments
- Make simple technical mathematical computations
- Communicate with the public
- Make accurate notes and sketches
- Understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives and cause action or understanding

Skill in:

- Working within a team/crew environment.
- Microsoft Outlook and Word
- Operation and maintenance of surveying instruments

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License

AT-23 | PUBLIC WORKS SURVEY FIELD TECH II

CLASS CODE: 3619

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	6 months	Complete one (1) City Survey Training Class, not previously taken, as approved by management	
		Complete one (1) City Leadership Training Class, not previously taken, as approved by management	
		Complete one (1.0) course credit from an internal City Development Training course(s), not previously taken, as approved by management	
#2	12 months	Complete one (1) City Survey Technician II proficiency test, as approved by management	
		Complete one (1) City Survey Training Class, not previously taken, as approved by management	
		Completes one (1) course credit from an internal City Development Training course(s), not previously taken, as approved by management	
#3	18 months	Two-Step Increase: Complete thirty (30) percent of the required college hours applied towards the CORE Curriculum for Land Surveyors approved by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, or	
		Complete the Level 2 Certified Survey Technician (CST) program governed by the National Society of Professional Surveyors (NSPS).	

To Progress to an AT-28 | PUBLIC WORKS SURVEY PARTY CHIEF I

Progression	24 months	Complete all proficiencies within the AT-23 and receive a recommendation on progression from Public Works Survey Manager and Field Engineering Manager
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AT-28 | PUBLIC WORKS SURVEY PARTY CHIEF I CLASS CODE: 3621

ESSENTIAL TASKS:

- Performs topographic, boundary, construction, and geodetic control surveys for Public Works design projects
- Plans and evaluates proposed field survey projects for completeness and efficiency.
- Reads engineering design and construction plans to obtain necessary survey information
- Directs field survey activities compliant with standards set by the department, state, and the Architectural, Engineering, Construction (AEC) surveying industry
- Reads and interprets property ownership legal descriptions to establish land boundaries
- Maintains and operates equipment required for surveying practice
- Researches existing record information to obtain pertinent project data
- Performs surveying calculations to determine boundary and construction locations
- Trains other crew members on the latest technology in surveying equipment
- Performs the duties of Survey Field Technician I and II as required
- Operates a City vehicle
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

- (a) Completion of sixty (60) hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**
- (b) One (1) year experience as a Survey Field Technician II; **or**
- (c) One (1) year progressively responsible experience as a Survey Party Chief
- (d) *Experience in or college coursework in mathematics, survey technology, or civil engineering preferred*

Knowledge of:

- Principles, practices, methods, and techniques of subprofessional engineering work
- Use and adjustment of modern surveying instruments
- Geography of the City of Tulsa, including street names and directions

Ability to:

- Effectively work with team members to accomplish project assignments
- Make mathematical calculations quickly and accurately
- Communicate with the public
- Read and interpret design plans, construction plans, and maps
- Understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives and cause action or understanding
- Oversee the work of an engineering survey party



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Skill in:

- Working within a team/crew environment.
- Microsoft Outlook and Word
- Operation and maintenance of surveying instruments
- Proficiency in survey data processing and CAD operation

Licenses and Certificates:

- Possession of a valid Oklahoma Class "D" Driver License



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AT-28 | PUBLIC WORKS SURVEY PARTY CHIEF I CLASS CODE: 3621

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	6 months	Complete one (1) City Survey Training Class, not previously taken, as approved by management	
		Complete one (1) City Leadership Training Class, not previously taken, as approved by management	
		Completes one (1.0) course credit from an internal City Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management	
#2	12 months	Complete one (1) City Survey Party Chief I proficiency test, as approved by management	
		Complete one (1) City Survey Training Class, not previously taken, as approved by management	
		Completes one (1.0) course credit from an internal City Development Training course(s), not previously taken, as approved by management	
#3	18 months	Two-Step Increase: Complete fifty (50) percent of the required college hours applied towards the CORE Curriculum for Land Surveyors approved by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors	
		Complete the Level 3 Certified Survey Technician (CST) program governed by the National Society of Professional Surveyors (NSPS).	

To Progress to an AT-32 | PUBLIC WORKS SURVEY PARTY CHIEF II

Progression	24 months	Complete all proficiencies within the AT-28 and receive a recommendation on progression from Public Works Survey Manager and Field Engineering Manager
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AT-32 | PUBLIC WORKS SURVEY PARTY CHIEF II CLASS CODE: 3622

ESSENTIAL TASKS:

- Proficiently conducts topographic, boundary, construction, and geodetic control surveys for Public Works design projects
- Develops new methods and efficient procedures to perform field surveys
- Reads and makes educated judgement decisions on engineering design and construction plans to obtain necessary survey information
- Plans proposed field survey projects compliant with standards set by the department, state, and the Architectural, Engineering, Construction (AEC) surveying industry
- Reads and interprets advanced property ownership legal descriptions to establish land boundaries
- Maintains and operates equipment required for surveying practice
- Proficiently researches existing record information to obtain pertinent project data
- Performs complex surveying calculations to determine boundary and construction locations
- Trains other crew members on the latest technology in surveying equipment
- Performs the duties of Survey Field Technician I and II, and Survey Party Chief I as required
- Operates a City vehicle
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

- (a) Completion of sixty (60) hours from an accredited college or university in a field relevant to the essential tasks listed in this job description, **including**
- (b) Fifty (50) percent of required hours applied towards a Land Surveyor Intern (LSI) or Professional Land Surveyor (PLS) license in the State of Oklahoma; **and**
- (c) One (1) year experience as a Survey Party Chief I; **or**
- (d) Three (3) years progressively responsible experience as a Survey Party Chief
- (e) *Experience in or college coursework in mathematics, survey technology, or civil engineering preferred*

Knowledge of:

- Considerable knowledge of the principles, practices, methods, and techniques of engineering survey work
- Good knowledge of the use and adjustment of modern surveying instruments
- Good knowledge of the geography of the City of Tulsa, including streets names and directions
- Good knowledge of the materials, methods, and practices used in public works construction



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Ability to:

- Effectively work with team members to accomplish project assignments
- Make mathematical calculations quickly and accurately
- Communicate with the public
- Read and interpret design plans, construction plans, and maps
- Understand and influence the behavior of others within the organization, customers or the public to achieve job objectives and cause action or understanding
- Oversee the work of an engineering survey party

Skill in:

- Working within a team/crew environment.
- Microsoft Outlook and Word
- Operation and maintenance of surveying instruments
- Proficiency in survey data processing and CAD operation

Licenses and Certificates:

- Possession of a valid Oklahoma Class "D" Driver License



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AT-32 | PUBLIC WORKS SURVEY PARTY CHIEF II CLASS CODE: 3622

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	6 months	Complete one (1) City Survey Training Class, not previously taken, as approved by management	
		Complete one (1.0) course credit from an internal City Development Training course(s), not previously taken, as approved by management	
		Complete seventy-five (75) percent of the required college hours applied towards the CORE Curriculum for Land Surveyors approved by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors	
#2	12 months	Complete one (1) City Leadership Training Class, not previously taken, as approved by management	
		Complete one (1.0) course credit from an internal City Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management	
		Complete one hundred (100) percent of the required college hours applied towards the CORE Curriculum for Land Surveyors approved by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors	
#3	18 months	Two-Step Increase: Acquire certification as a Land Surveyor Intern (LSI) with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, or	
		Pass the Fundamentals of Surveying (FS) exam governed by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors	

AT-32 | PUBLIC WORKS SURVEY OFFICE TECH CLASS CODE: 3620

ESSENTIAL TASKS:

- Processes and analyzes survey field data to provide quality deliverables for Public Works projects
- Works closely with survey crew personnel to ensure complete and accurate survey data collection, note keeping, and field sketches
- Performs office survey activities compliant with standards set by the department, state, and the architectural, engineering, construction (AEC) / Surveying industry
- Researches legal descriptions, surveys, construction as-builts and other archived documentation to establish land boundaries
- Interprets and drafts legal descriptions and survey plats for engineering design projects
- Keeps electronic surveying equipment maintained with the latest firmware and software upgrades
- Maintains and Utilizes Computer Aided Design (CAD) surveying software to produce graphic exhibits of land surveys
- Visits job sites for observation and field work assistance
- Operates a City vehicle
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

- (a) Completion of sixty (60) hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**
- (b) Four (4) years' experience of progressively responsible experience in engineering or surveying; **including**
- (c) Two (2) years' experience utilizing CAD software
- (d) *College coursework in mathematics, survey technology, or civil engineering preferred*

Knowledge of:

- Considerable knowledge of the principles, practices, methods, and techniques of engineering survey work
- Considerable knowledge of the use and adjustment of modern surveying instruments
- Considerable knowledge of the geography of the City of Tulsa, including streets names and directions
- Considerable knowledge of the materials, methods, and practices used in public works construction



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Ability to:

- Effectively work with team members to accomplish project assignments
- Make mathematical calculations quickly and accurately
- Communicate with the public
- Read and interpret design plans, construction plans, and maps
- Understand and influence the behavior of others within the organization, customers or the public to achieve job objectives and cause action or understanding
- Assist Survey Team with the creation of CAD drawings

Skill in:

- Working within a team/crew environment.
- Microsoft Outlook and Word
- Operation and maintenance of surveying instruments
- Proficiency in survey data processing and CAD operation

Licenses and Certificates:

- Possession of a valid Oklahoma Class "D" Driver License



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AT-32 | PUBLIC WORKS SURVEY OFFICE TECH CLASS CODE: 3620

Proficiency Requirements			
Proficiency	Time in Class	Training	Licenses & Certifications
#1	6 months	Complete one (1) City Survey Training Class, not previously taken, as approved by management	
		Complete one (1.0) course credit from an internal City Development Training course(s), not previously take, as approved by management	
		Complete seventy-five (75) percent of the required college hours applied towards the CORE Curriculum for Land Surveyors approved by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors	
#2	12 months	Complete one (1) City Leadership Training Class, not previously taken, as approved by management	
		Complete one (1.0) course credit from an internal City Development Training course(s) or a City Safety Training course(s), not previously taken, as approved by management	
		Complete one hundred (100) percent of the required college hours applied towards the CORE Curriculum for Land Surveyors approved by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, or	
		Complete the Level 3 Certified Survey Technician (CST) program governed by the National Society of Professional Surveyors (NSPS)	
#3	18 months	Two-Step Increase: Acquire certification as a Land Surveyor Intern (LSI) with the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors, or	
		Pass the Fundamentals of Surveying (FS) exam governed by the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors	

EX-40 | SURVEY PROFESSIONAL LAND SURVEYOR CLASS CODE: 3030

ESSENTIAL TASKS:

- Performs and supervises a variety of advanced professional tasks involved in land surveying
- Works with interdepartmental personnel, government agencies, and private entities on surveying and engineering design projects
- Oversees a survey party consisting of professional and/or technical staff
- Records and re-establishes Public Land Survey monuments to stay in compliance with state statutes
- Plans and performs horizontal and vertical survey control projects utilized in Public Works projects
- Researches and interprets land ownership documents to establish land boundaries
- Maintains and utilizes Computer Aided Design (CAD) surveying software to analyze and produce graphic exhibits of surveys
- Develops new and innovative ways of performing field surveys utilizing modern technological methods
- Performs the duties of a Survey Field Technician I and II and a Survey Party Chief I and II as required
- Trains other crew members on the latest technology in surveying equipment
- Operates a City vehicle
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

- (a) Completion of sixty (60) hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**
- (b) Five (5) years' experience of progressively responsible experience in engineering or surveying
- (c) *College coursework in mathematics, survey technology, or civil engineering preferred*

Knowledge of:

- Considerable knowledge of the principles, practices, methods, and techniques of engineering survey work
- Considerable knowledge of the use and adjustment of modern surveying instruments
- Considerable knowledge of the geography of the City of Tulsa, including streets names and directions
- Considerable knowledge of the materials, methods, and practices used in public works construction
- Considerable knowledge of managerial and supervisory principles and practices



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Ability to:

- Effectively work with team members to accomplish project assignments
- Make mathematical calculations quickly and accurately
- Communicate with the public
- Read and interpret design plans, construction plans, and maps
- Understand and influence the behavior of others within the organization, customers or the public to achieve job objectives and cause action or understanding
- Supervise the work of an engineering survey party

Skill in:

- Operation and maintenance of surveying instruments
- Survey data processing and CAD operation
- Microsoft Outlook and Word

Licenses and Certificates:

- Possession of a valid Oklahoma Class "D" Driver License; **and**
- Licensed as a Professional Land Surveyor in the State of Oklahoma

EX-44 | PUBLIC WORKS SURVEY MANAGER

CLASS CODE: 1279

ESSENTIAL TASKS:

- Plans, supervises, trains, evaluates staff's skills, abilities and compatibilities, makes appropriate assignments and reviews survey work
- Serves as the City's Chief Land Surveyor, certifying surveys conducted by crews
- Manages the survey office's administrative functions
- Manages operation schedules during construction for public and private infrastructure projects
- Interacts in a leadership role with professional engineers, consultants, and contractors
- Assists party chief on difficult surveys as necessary
- Prepares maps, plats, survey routes, drawings, and legal descriptions of land, calculating distances and bearings
- Develops and reviews legal descriptions for corporate limits, annexation and council district boundaries and coordinates with political subdivisions for official records
- Must stay informed and educate staff regarding latest technological survey advances
- Must stay informed of Oklahoma State Board of Registration for Professional Engineers and Land Surveyors certification requirements and promulgation of rules and guidelines for the surveying profession and political subdivisions of the state
- Develops and enforces survey section standards, policies, and procedures in conformance with state laws and professional standards of practice
- Prepares and administers the survey section's annual budget
- Must report to work on a regular and timely basis

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100

- (a) Completion of sixty (60) hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**
- (b) Five (5) years' experience of progressively responsible experience in engineering or surveying, **including**
- (c) Two (2) years of supervisory experience as a Survey Party Chief
- (d) *College coursework in mathematics, survey technology, or civil engineering preferred*

Knowledge of:

- Considerable knowledge of the principles, practices, methods, and techniques of engineering survey work
- Considerable knowledge of the use and adjustment of modern surveying instruments
- Considerable knowledge of the geography of the City of Tulsa, including streets names and directions
- Considerable knowledge of the materials, methods, and practices used in public works construction
- Considerable knowledge of managerial and supervisory principles and practices



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Ability to:

- Perform surveying calculations
- Manage, plan, assign and supervise the work of others
- Coordinate operation schedules
- Communicate effectively both verbally and in writing
- Demonstrate excellent customer service skill
- Utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization
- Manage, plan, assign and supervise the work of others
- Coordinate operation schedules
- Make mathematical calculations quickly and accurately
- Effectively work with team members to accomplish project assignments
- Demonstrate excellent customer service skills
- Read and interpret design plans, construction plans, and maps
- Understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives and cause action or understanding

Skill in:

- Operation and maintenance of surveying instruments
- Survey data processing and CAD operation
- Microsoft Outlook and Word

Licenses and Certificates:

- Possession of a valid Oklahoma Class "D" Driver License; **and**
- Licensed as a Professional Land Surveyor in the State of Oklahoma