CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 542.7

Job Title: **CHIEF SURVEYOR**

Pay Grade: 29

GENERAL SUMMARY:

Plans, directs and coordinates work of survey parties and related staff engaged in topographic and construction surveys on City properties and rights-of-way.

RESPONSIBILITIES:

- Coordinates work of survey parties with legal, engineering, architectural and other staff on City projects.
- Directs survey parties and projects as well as reviews and certifies completed work to satisfy legal requirements.
- Writes or directs the writing of descriptions pertaining to topographic and construction surveys.
- Appears as expert witness in court for cases involving land or boundary disputes.
- Monitors new technology and evaluates and purchases or authorizes purchase of new equipment and supplies.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in surveying or a Bachelor's degree with at least 32 semester hours in a combination of civil engineering, land surveying, math, photogrammetry, forestry, land law or the physical sciences. Other Board-approved education and/or experience under Section 1071.253 of the State of Texas' Occupations Code may be substituted for the Bachelor's degree requirement.

EXPERIENCE:
Five years of professional surveying experience are required.

LICENSE:
Must be registered or licensed by the State of Texas to engage in the practice of professional surveying, as required by the State of Texas' Occupation Code, Section 1071.251.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Rod Person
Senior Rod Person
Instrument Person
Party Chief
Chief Surveyor

Effective: October 1990
Revised: February 2013
Revised: July 2025