



RECRUITMENT ANNOUNCEMENT

CITY SURVEYOR

PUBLIC WORKS DEPARTMENT – PLANNING & DESIGN

No. 22 -754 (Advertised)

APPLICATION DEADLINE: Monday, September 5, 2022

This position provides comprehensive professional land surveying services for Public Works and other City departments. Duties and responsibilities include leading and supervising staff; performing computer work and field work, including surveying, inspecting, handling complaints, researching and approving deeds/plats, and miscellaneous drafting; assisting with interdepartmental projects; and handling administrative functions such as preparing plats, legal descriptions, annexations, reports, monitoring expenditures, and conducting meetings.

DUTIES: Directs field surveys; signs plats for recording; coordinates survey field work; prepares drawings for plan distribution; works closely with Planning/Design Engineering Division to analyze and process complex surveying data in order to facilitate technical decisions on City projects. Supervises, directs and evaluates assigned staff, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals. Addresses citizen complaints or directs to appropriate personnel/department. Measures street dimensions for annual overlay contract. Attends preconstruction meetings and verifies work performed for billing. Researches deeds and plats; performs construction, property, and as built surveys for City projects. Performs calculations for surveys and estimates; operates various software packages, including AutoCAD. Surveys project sites to obtain and analyze topographical details, using maps and surveying equipment. Performs boundary surveys as needed for City owned properties. Prepares necessary documents and exhibits for properties to be annexed into the City of Bowling Green. Prepares legal descriptions, plats, and property exhibits to aid Legal Department with right-of-way and/or easement acquisitions.

REQUIREMENTS: Bachelor's degree in Civil Engineering or related field, with four to eight years of experience after passing Land Surveyor in Training (LSIT) examination; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Requires certification as a Professional Land Surveyor in Kentucky. Must possess a valid driver's license. Requires knowledge of GPS and related equipment; and knowledge of and ability to use surveying equipment such as theodolite, level, and metal detector. Continuing education is an annual requirement enforced by the Kentucky State Board of Registration for Professional Engineers and Land Surveyors.

SALARY: Exempt; Pay Grade 125; \$66,228 (\$33.43/hr.); plus full benefits package

WORK HOURS: 40 hours per week; Monday - Friday 7:30 a.m. - 4:30 p.m.; on-site position

The City of Bowling Green is an Equal Opportunity Employer and a Drug-Free Workplace

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sexual orientation, gender identity, age or disability.

Apply online www.joinbgky.org or in City Hall, 1001 College Street, Bowling Green.

HUMAN RESOURCES & RISK MANAGEMENT

City Hall

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www.joinbgky.org
