THE CITY OF KNOXVILLE
CIVIL SERVICE
JOB ANNOUNCEMENT

Registered Land Surveyor
(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY (effective 07/01/2020): $ 52,604 annually
PAY GRADE RANGE (effective 07/01/2020): $ 52,604 - $ 80,115 annually (Pay Grade 9)
The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Monday, July 06, 2020.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- Copy of Professional Land Surveyor license as issued by the Tennessee Board of Examiners for Land Surveyors (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email hbroyles@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Must be licensed as a Professional Land Surveyor by the Tennessee Board of Examiners for Land Surveyors to perform land surveying activities within the State of Tennessee and have two (2) years of progressive practical land surveying experience.
- Must possess a valid Driver’s License issued by the State of Tennessee.

EXAMINATION

The selection procedure for this position is by Training and Experience Questionnaire (100% of final score).

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
GENERAL DESCRIPTION
Under general supervision, performs work involving the supervision and performance of gathering land measurement information through field surveys. Assumes legal responsibility for work and is licensed by the State.

ESSENTIAL FUNCTIONS
Supervises and performs the activities of Survey Party Chiefs, Engineering Technicians, Civil Engineering Technicians, GIS Analysts and Civil Designers in all aspects of surveying for engineering and surveying projects.
Supervises the daily activities of survey crews in boundary, topographic, survey control or construction surveying for City capital projects.
Supervises Engineering Technicians and Civil Designers during the preparation of a variety of CAD produced maps or graphics using Microstation in a GIS environment.
Supervises and performs technical activities between Engineering staff and survey crews regarding surveying activities, technical land surveying information and the exchange of digital land surveying information.
Performs on-site evaluations, specification interpretations, field adjustments and overall project coordination with contractors, utilities, departments, and industry.
Performs complex on-site design responsibilities related to municipal construction and maintenance projects.
Supervises and performs calculations involving all surveying data including: field surveys, field computations, boundary computations, construction staking, surveying documents and survey plats.
Participates in and provides basic training to engineers and staff on use of surveying hardware and surveying software.
Evaluates surveying hardware and surveying software needs.
May assist Survey Project Manager with a variety of complex land surveying, engineering projects and department initiatives to assess feasibility of land surveying proposals and acquisition of real property.
May attend capital project meetings.
Performs detailed property records research, engineering records research, deed analysis and title abstract analysis for municipal projects.
Creates detailed reports and keeps detailed records of municipal projects.
Performs related work as required.

MARGINAL FUNCTIONS
None indicated.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of management and supervision of personnel, including the ability to plan, organize, delegate, supervise, and inspect the work of others.
Knowledge of the principles and practices of surveying, including knowledge of the State of Tennessee survey laws and regulations and knowledge of the proper use, limitations, and maintenance requirements of surveying instruments and equipment.
Knowledge of algebra, plane geometry, coordinate geometry (including the Tennessee Coordinate System), and trigonometry, including ability to make complex mathematical calculations rapidly and accurately and ability to use coordinate geometry to determine accuracy of closed polygons.
Computer skills, including use of word processing programs, coordinate geometry software, field surveying equipment (including but not limited to: total stations, robotic instruments, GPS receivers, field survey controllers & data collectors and related software) and CAD programs used by surveyors to produce finished survey plats.
Knowledge of the principles and practices of public relations.
KNOWLEDGE, SKILLS AND ABILITIES (cont.)

Knowledge of the principles of mapping, including the ability to interpret information on a map.

Knowledge of deed structure, including the knowledge of the information available and current procedures employed in performing records research in the Knox County Register of Deeds and Property Assessor’s Office.

Knowledge of the Knoxville-Knox County Minimum Subdivision Regulations.

Knowledge of property boundary issues, including the ability to compile boundary information from drawings, plans, plats, and legal documents; to accurately determine the implications for proposed land developments or projects; and to construct written legal descriptions of property boundaries.

Ability to read and interpret construction drawings, plans, and specifications.

Ability to perform work in all kinds of weather and do manual labor, such as carrying equipment over various types of terrain, standing for long periods of time, and driving stakes in the ground.

Ability to communicate effectively, including ability to give instructions clearly to others.

Ability to perform survey field reconnaissance and evaluate findings.

PHYSICAL REQUIREMENTS

This position consists of primarily heavy work, requiring the incumbent to exert up to 100 pounds of force occasionally, and/or 50 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses the principles of logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Must be licensed as a Professional Land Surveyor by the Tennessee Board of Examiners for Land Surveyors to perform land surveying activities within the State of Tennessee and have two years of progressive practical land surveying experience.

Must possess a valid Driver’s License issued by the State of Tennessee.