



SURVEYOR

SCOPE OF WORK:

Work involves conducting survey duties that are used in project development and construction for highway infrastructure involving the application of surveying knowledge that requires the use of principles of mathematics and related physical and applied sciences.

DUTIES PERFORMED AT ALL LEVELS:

- Operate surveying equipment and instruments.
- Participate in maintaining survey equipment.
- Apply and use proper feature codes in data collection.
- Prepare proper documentation of survey data.
- Apply and follow accepted survey procedures, techniques, rules and regulations.
- Participate in conducting field surveys including locating and establishing highway alignment points.
- Participate in creating survey plans and related documents.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SURVEYOR I
GRADE H

2005

LEVEL DEFINITION:

Work at this level involves performing survey duties utilizing basic survey principles at a trainee level and performed with assistance and under the direction of other Surveyors.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires an associate degree in a related field. Work experience performing land surveying work may substitute for the education requirement on a year-for-year basis.

SURVEYOR II
GRADE I

2006

LEVEL DEFINITION:

Work at this level involves performing more advanced, non-licensed survey work. Work includes a variety of surveys with less direction from other Surveyors.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Establish horizontal and vertical grade control from plans and specifications including alignments, drainage structures and construction limits.
- Identify the correct survey method, procedure and equipment needed to support the survey.
- Identify and collect data and maintain field notes of survey.
- Research property boundary information and determine the best way to utilize the information in supporting the survey.

MINIMUM QUALIFICATIONS:

Requires an associate degree in a related field and two years of land surveying work experience. Requires eligibility to write Land Surveyor Intern exam as specified by the Board of Registration for Professional Engineers and Land Surveyors. Additional education may substitute for the work experience requirement on a year-for-year basis. Additional work experience as described may substitute for the education and work experience requirement on a year-for-year basis.

SURVEYOR III
GRADE K

2007

LEVEL DEFINITION:

This level is certified as a Land Surveyor Intern (LSI). Work at this level involves performing survey work utilizing complex survey skills encompassing a wide variety of survey types. Work activities involve the application of advanced and specialized surveying principles.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May serve as lead worker; provide training and assign tasks to field crews.
- Establish and set monuments of lost public land survey corners, highway alignment and boundary monumentation under the supervision of Professional Land Surveyor (PLS)
- Assist in preparation of recordation forms.
- Provide guidance relating to survey equipment, methods and technology.
- Conduct thorough research of Land Survey Monuments recordation forms, parcel and tract plats and General Land Office field note resources.
- Establish and set bearings and distances for reference ties to the Public Land Survey System under the supervision of a PLS.

MINIMUM QUALIFICATIONS:

Requires certification as a Land Surveyor Intern (LSI) which requires completion of the written LSI examination and a combination of four years of qualifying land surveying work experience and/or education in an accredited engineering or land surveying curriculum. Qualifying land surveying education and work experience is determined by the Board.

SURVEYOR IV
GRADE M

2008

LEVEL DEFINITION:

This level is licensed as a Professional Land Surveyor (PLS). Work at this level involves performing professional work in land surveying and the management of a unit or section.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Supervise employees performing survey work, identify project requirements, set priorities, evaluate and provide training.
- Coordinate statewide survey programs such as right of way plats and preliminary surveys
- Review and provide guidance on survey deliverables and methods.
- Develop and maintain survey related policies, procedures and manuals.
- Review, approve, stamp, transmit, and file final survey plans and documents.
- Oversee and provide guidance to consultant surveyors.
- Respond to and provide information based on inquiries from stakeholders.
- Ensure compliance with standards and state laws.

CLASS CODES: 2005
2006
2007
2008

ND Class Specification
Surveyor I - IV

MINIMUM QUALIFICATIONS:

Requires certification as a Professional Land Surveyor (PLS) in the state of ND pursuant with NDCC. Qualifying land surveying degree and work experience is determined by the Board.

Eff. Date: 03/16