

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5112

**TITLE:** SENIOR SURVEY ANALYST/COORDINATOR

**GRADE:** S-22

**DEFINITION:**

Under general supervision, performs highly technical survey work that includes receiving, analyzing, computing, and communicating land records and survey data; serves as technical coordinator for survey projects, facilitating the transfer of data to design and construction engineers and contractors; and does related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Senior Analyst/Coordinator is distinguished from the Chief of Survey Parties in that the Chief of Survey Parties coordinates survey project activities between the surveyor's office and the multiple agency engineers, designers, inspectors and contractors; whereas the Senior Analyst/Coordinator serves as technical coordinator, facilitating the transfer of data to design and construction engineers and contractors, but also performs highly technical survey work that includes analyzing, computing and communicating land records and survey data.

The Senior Analyst/Coordinator is distinguished from the Survey Party Chief in that the Senior Analyst/Coordinator serves as technical coordinator, facilitating the transfer of data to design and construction engineers and contractors, but also performs highly technical survey work that includes analyzing, computing and communicating land records and survey data; whereas the Survey Party Chief leads and supervises survey crews, and performs the more complex work on the field survey team.

**ILLUSTRATIVE DUTIES:**

Performs boundary computations by comparing and analyzing multiple pieces of legal and historical data (plats, land records, deeds, monuments, and tax maps) and matches them against the results of the survey work using today's standards and technology;  
Prepares finding and reviews results with Licensed Land Surveyor;  
Coordinates projects and communicates complex data between field crews and design/construction team by reducing, computing, verifying, and consolidating information from digital to plan format and from construction plan to digital format;  
Computes survey stake out data and record information using AutoCAD/COGO software as needed; prepares and/or checks construction cut sheets from field notes as needed;  
Communicates technical information on industry standards and regulations;  
Executes topographic and planimetric mapping utilizing data points electronically recorded by the survey field crew and then downloaded into the PC;  
Conducts analysis by doing visual inspection as well as geometric and other mathematical computations using the land development desktop software (LDD);  
Maintains project information folders and data base of all survey projects;

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Develops easement plats using knowledge of surveying practices, legal requirements and recording standards, existing land records (titles, deeds, etc), field monumentation, and proposed design;

Performs computations using AutoCAD program to establish the Plat for sealing by a Licensed Land Surveyor, which becomes a recorded legal document;

Computes geometry of construction stakeouts based on design plans using computer software and furnishes digital data to the survey crews;

Develops construction cut sheets based on electronic field notes and sketches provided by the field survey crews to provide the contractor with the horizontal and vertical measurements they need to do the construction;

Reviews design plans and electronic AutoCAD drawings furnished by the project engineers both visually and mathematically for accuracy of information and internal congruency and consistency;

Prepares reports, records of unit activities, and correspondence for signature of senior personnel regarding survey work and data.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of land surveying and GPS surveying;

Knowledge of County, State and Federal laws, codes, and regulations pertaining to surveying;

Knowledge of County, State and Federal laws pertaining to land rights;

Excellent knowledge of Survey Software including AutoCAD & Trimble, (and/or current County platform), Microsoft Office Suite, and Hardware (PCs and Plotters), and the GIS system;

Thorough knowledge of the methods and equipment used in surveying;

Basic knowledge of the principles of civil engineering specifically relating to hydrology and construction processes;

Ability to prepare accurate drawings and maps;

Ability to make accurate computations and neat, accurate field notes;

Ability to program and/or use data processing equipment;

Ability to collect, compile, and interpret research data;

Ability to apply knowledge of regulations, field data, and plan and profile data to computations and to communicate findings both to office and field personnel;

Ability to communicate effectively, orally and in writing and to present highly technical data in a visual format to a non-technical audience;

Ability to prepare technical reports and to present findings in a clear and concise format.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education; plus

Five years of survey work, including one year in work equivalent to the Survey Party Chief level.

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**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License.

REVISED: October 8, 2008

ESTABLISHED: November 16, 1992