



**Job Opportunities**  
**May 12, 2023**

**CHIEF SURVEYOR – Engineering**

Public Works Department – *Up To \$2,000 Sign On Bonus Available* –

This is highly skilled professional level work in the field of surveying and mapping. Candidate selected for this position will perform technical, administrative, and supervisory responsibilities and work with minimal supervision. Work will involve professional contact with other City staff, consultants, public utilities, construction contractors, the general public, stakeholder groups, various Boards and Committees, the City Council, and will work to support the Engineering Services Manager / City Engineer and the Survey, GIS and Archives Manager. This employee works under the direction of the Survey, GIS and Archives Manager, or other appropriate Division Head or designee; work will be performed in this class with a high degree of professional judgment; supervises technical and professional level employees and contract personnel. Primary responsibilities will be to prepare and supervise the creation of plans and data for municipal projects such as but not limited to boundary surveys, storm water and sanitary sewer projects, transportation projects, right-of-way projects, mapping projects which involve the application of surveying and mapping techniques; participate in the development review process of site and subdivision plans; facilitates communication and coordination by and between groups, project managers, and consultant surveyors; may oversee research and production work of others; prepares and administers consultant contracts for services provided to; prepares reports, and compiles data; may review City, State or Federal policies and legislation related to engineering and surveying and makes appropriate recommendations; prepares technical documentation and may make presentations for City Council, Planning Board, Boards & Committees and civic or neighborhood organizations as required by assigned work; may act as survey crew chief; may perform field surveys; prepares scope and cost estimates; prepares budget estimates and equipment needs for municipal projects, administers projects and portions of operating and funding program budgets related to assigned projects and personnel; collects, analyzes, and documents data and writes reports; carries out various tasks related to the administration of various City ordinances; performs related engineering office and field work.

**Requirements:** Graduation from a four-year college or university; progressively responsible and demonstrated experience in the surveying and engineering field and considerable experience and knowledge of the principles and practices of surveying, mapping, CAD, and engineering; considerable knowledge and experience with survey instruments, engineering and information management equipment and software and present day technology and methods; proficiency in use of computers and other electronic devices and experience in Microsoft Office software, Google Workspace applications, AutoCAD, Civil 3D, mapping software, and asset management tools; ability to manage, plan, and supervise the work of survey and mapping professionals, ability to implement and administer personnel policies established by the City; ability to express ideas and understand instructions effectively, orally, and in writing; considerable knowledge of graphics and drafting practice; ability to withstand exposure to varied climatic conditions and maneuver over uneven terrain; ability to climb stairs and access remote facilities above and below ground; ability to present project information, schedules, and work detail to a diverse audience; ability to establish and maintain effective working relationships with other employees, regulatory agencies, public utilities, and to deal with public service issues in a courteous and tactful manner; ability to succeed in a deadline-driven environment and willingness to work long hours as required.

**Necessary Special Requirements:** Valid Maine Class C driver's license and must have and maintain good driving record; registration as a Licensed Professional Land Surveyor or ability to gain registration in the State of Maine within one (1) year. Offers of employment are contingent upon completion of a satisfactory criminal background check.

Pro-Tech union position - Grade 9 - \$1236.38 to \$1566.38/week, depending on experience, plus 6% differential for Maine Professional Land Surveyor (PLS) certification.

**Accepting applications until the vacancy is filled.**

To APPLY, please click here:

<https://selfservice.portlandmaine.gov/ess/employmentopportunities/jobdetail.aspx?req=356&sreq=7&form=1000&desc=CHIEF%20SURVEYOR>

**City Benefits**

Permanent employees receive a generous benefits package that includes paid holidays; employee health insurance; sick and vacation leave; optional life, dental, vision and income protection insurances; choice of retirement plans; and tuition reduction program with the University of Southern Maine and Thomas College.

The City of Portland is strongly committed to diversity in its workforce.

**Women and Minorities are encouraged to apply.**

We are an Affirmative Action/Equal Employment Opportunity employer.

**\*\*\*COVID-19 Vaccine Mandate\*\*\* For the safety of our employees and our constituents, the City of Portland requires that new employees be fully vaccinated against COVID-19 prior to the start of employment. Candidates may request an accommodation for medical reasons or sincerely held religious beliefs at the conditional offer stage.**

For questions contact Human Resources by email at [jobs@portlandmaine.gov](mailto:jobs@portlandmaine.gov) or 207-874-8624.

City Job Opportunities Website: [www.portlandmaine.gov/Jobs](http://www.portlandmaine.gov/Jobs).