

CITY OF GRAND JUNCTION

JOB ANALYSIS QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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Division: Real Estate **Department:** Public Works and Planning

For Individual Questionnaires Only:

Employee Name: Krick Peter T.
(Last) (First) (Middle Initial)

Current Classification Title: City Surveyor

Division Public Works and Planning **Department** Real Estate

Total Length of Time with organization 7 Years 7 months

Total Length of Time in Current Position 7 Years 7 months

Assigned Hours/Week:: from 7:30am **to** 4:30pm **Assigned Days/Week** 5

Email: Peterk@gjcity.org **Work Phone:** (970)256-4003

Immediate Supervisor:

Immediate supervisor reports to:

Name: Peggy Hunter **Name:** Trenton Prall

Title: Real Estate Manager **Title:** Engineering Manager

Work Phone (970)244-1538 **Work Phone:** (970)256-4047

E-mail: Peggyh@gjcity.org **E-mail:** Trentonp@gjcity.org

II. POSITION INFORMATION

1. POSITION SUMMARY: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.

CITY SURVEYOR:

My essential/primary duties and responsibilities are vast, numerous and almost impossible to be restrained by a simple one to three sentence paragraph. Briefly, I am the sole, single licensed land surveyor signing and sealing survey related reports, descriptions and maps produced by the City. I review the work produced by others within the City and by the private surveying/engineering companies. I oversee the maps and descriptions prepared for the annexation of new lands to be incorporated into the limits of the City of Grand Junction.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

- a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	3
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	3
<input checked="" type="checkbox"/>	I make work assignments for others.	3
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	too many to count (12+)
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

Real Estate Technicians (2)
Real Estate Specialist (1)

YOUR DIRECT REPORTS' JOB TITLES

(1) Senior Survey Technician
(2) Survey Technicians

Please indicate the nature of the group supervised and the number supervised

☒ Full Time 3 ☐ Part-Time ☐ Seasonal/Temp ☐ Volunteer ☐ Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
City Attorney, Asst. City Attorney & Staff Attorney	Daily	Issues and matters of interest regarding proposed subdivisions/projects; surveying matters of City owned properties and preparation of boundary surveys of City properties (includes Parks)
Senior & Associate Planners	Daily	Issues regarding the platting, subdividing of projects; matters of easements and development regulations
Project Engineers & Engineering Tech.	Once a week +/-	New planned developments or existing infrastructure
City Clerk	Once every 2 weeks +/-	Finalization of Annexation Plan Maps
GIS Technicians	Once every 2 weeks +/-	Either Annexation Maps, new subdivision maps or GIS data obtained by the Survey Technician
City Utility Engineer	Weekly +/-	Surveying matters directly related to utilities including but not limited to preparation of easement sketches/descriptions and obtaining as-built data of utility features for construction

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Professional Land Surveyors within privately owned businesses	Daily	Answering questions regarding projects submitted to the City; being a resource for information; verifying the accuracy of submitted work.
Private Planning firms	Weekly	Responding to questions and problem solving
Private attorneys	Monthly+	Providing input on legal matters regarding surveying issues, ie: easements and rights of way vacations.
Mesa County Surveyor	Weekly+	As an elected official, the County Surveyor is responsible to all citizens of the County for survey related issues. Often, his inquiry may be on a property within the City limits and I am called upon to resolve the issue.

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples

are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	M	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	M	10%

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Prepare subdivision plats, boundary surveys and descriptions of City owned lands	Yes	Daily	5%
2	Prepare descriptions and sketches for City easements and rights of way.	Yes	Monthly	5%
3	Research and interpret land records, historical data and legal decisions to resolve land boundary problems; examine deeds, records and obliterated physical survey evidence and data.	Yes	Daily	5%
4	Supervise the daily operations of the City's survey personnel to ensure compliance with applicable rules, regulations and statutes.	Yes	Daily	5%
5	Assign work and monitor progress of same to ensure proper methods and procedures have been accomplished to complete Engineering projects	Yes	Daily	5%

6	Provide review comments on projects submitted to the City, such as subdivision plats, easements, site plans and other engineering plans	Yes	Daily	50%
7	Direct the preservation, maintenance and setting of survey monumentation within the City	Yes	Monthly	5%
8	Oversee the gathering, processing and review of survey data for the City's GIS department	Yes	Monthly	2.5%
9	Respond to inquiries from citizens, affected property owners and/or their representatives	Yes	Daily	5%
10	Provide basic surveying knowledge for assigned personnel and work to correct deficiencies.	Yes	Daily	5%
11	Be a ready source of knowledge for input with the City Attorney's Office and staff.	Yes	Daily	5%
12	File and record statutorily mandated plat maps, monument records and various other documents with the County and the State.	Yes	Monthly	2.5%
13	At times, work with the Survey Crew in the field to observe, instruct and help in the preparation of assigned survey tasks and projects	Yes	Monthly	2.5%
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge - Skills
1 thru 12	A thorough and complete knowledge of the art and science of Land Surveying. Most jurisdictions (with the exception of the HR Department of the City of Grand Junction) recognize surveyors as a professional with the same standing as an engineer, architect, lawyer or doctor, entitled to the privileges accorded any other professional, and, at the same time, charged with unique responsibilities. The skill factor comes from being able to apply that learned knowledge to the many diverse situations presented. This might entail being a facilitator between two opposing parties, yet always charged with being unbiased (by law and by the Surveyors Code of Ethics). The application of the surveyor's expertise often is used in

Other (explain):



Over 200 hours of Mandatory Continuing Education required for my Licensure by the State of Florida, together with over 300 additional classroom hours taken in Land Surveying and related topics through local and national Land Surveying Conferences. This does not include 5 years of teaching Land Surveying courses at a Florida Community College.

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
as a Land Surveyor (total)	37+	years	responsible time as a surveyor
Licensed Professional Land Surveyor	29	years	as a Professional Land Surveyor for the City
		years	years

a. What field (s) should training or degree be in?

1.) Basics of Land Surveying, 2.) Real Estate-knowledge of easement and right of ways, 3.) Water boundary law and riparian rights, 3.) AutoCad training, 4.) GPS & GIS training

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

A valid license as a Professional Land Surveyor licensed by the Board of Professional Engineers and Land Surveyors, Department of Registration, State of Colorado

A valid State of Colorado Drivers License

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1 thru 13	Computer (with related Cadd programs; various Internet web sites related to surveying; Mesa County web sites for title and surveying data; State and Federal Surveying web sites), Land Record Books with Mesa County and private Title Companies, GPS Surveying equipment, standard conventional surveying instruments, measuring tapes and various and sundry drafting equipment and a hopefully expanding library of reference materials.	Constantly

5. DECISION-MAKING & JUDGMENTS.

- a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.
 - 1. The determination and fixing of boundary lines. This can be in the preparation of Annexation Maps and Descriptions, boundary determinations of City owned lands and being a resource for the Private Land Surveyors in Mesa County.
 - 2. Review of Plans by others: My knowledge, expertise and judgementt is called into play by the review of City (or private industry) prepared engineering plans. Any necessary or confilicting survey matters are commented upon and hopefully, resolved. I often comment upon the size and location of proposed easements to accomadate planned or existing infrastructure.

3. Supervision of the City survey field personnel: The crew(s) gather field evidence and with my judgement and decision, boundary corners are set and established in perpetuity. The actions and decisions of the Surveyor are far reaching and long lasting, often infinitum in the land records.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

How frequently is the activity performed?

- 0 – Never
- 1 – Annually
- 2 – Quarterly (at least 3 per year)
- 3 – Monthly (at least 8 per year)
- 4 – Weekly (at least 3 per month)
- 5 – Daily (at least 3 per week)

Importance

How important is the activity in accomplishing the job's purpose?

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5--Daily	2--Very Important	1-13
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	4--Weekly	2--Very Important	1-13
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	4--Weekly	2--Very Important	1-13
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	2--Very Important	3 & 13
Crouching: Bending the body downward and forward by bending leg and spine.	4--Weekly	2--Very Important	3 & 13
Crawling: Moving about on hands and knees or hands and feet.	1--Annually	1--Somewhat Important	13
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	1-13
Standing: Particularly for sustained periods of time.	5--Daily	3--Extremely Important	1-13
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	1-13
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	1--Annually	1--Somewhat Important	13
Pulling: Using upper extremities to exert force in	1--Annually	1--Somewhat Important	13

order to draw, drag, haul or tug objects in a sustained motion.			
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	1-13
Grasping: Applying pressure to an object with the fingers or palm.	4--Weekly	3--Extremely Important	1-13
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	4--Weekly	3--Extremely Important	1-13
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	N/A
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	1-13
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	1-13
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	1-13
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	1-13
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5--Daily	3--Extremely Important	1-13
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for	5--Daily	3--Extremely Important	1-13

Light Work.			
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	4--Weekly	2--Very Important	1-13
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	0--Never	0--Not Important	N/A
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	0--Never	0--Not Important	N/A

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.**

☒ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

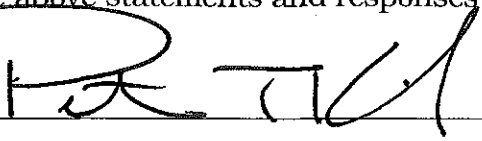
Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

As a Professional Land Surveyor employed by the City of Grand Junction, I am professionally and PERSONALLY responsible for any and all work that I sign and seal. The signing and sealing of my work is required by the State of Colorado. As a Home Rule Municipality, I am not excused from any liability or actions that may be taken. The obtaining of a Professional Land Surveyors license is a long, laborious and scholastically challenging process. At the present time, the City of Grand Junction does not recognize Surveying as a profession, merely a trade. I would like to see that situation changed.

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: _____



Date: 12-23-08

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments
3	Percents total more than 100%

Please check the appropriate statement:

☒ I agree with the incumbents' position questionnaire as written.

☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature: _____ Date: _____

Supervisor Signature: Peg Hunter Date: 1-9-2009

Department Head Signature: Tom Now Date: 1-14-09

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.

January 12, 2009

Subject: Job Analysis Questionnaire Supplement

JAQ: Peter Krick / City Surveyor

From: Trent Prall, Engineering Manager

Pending Reorganization

Effective February 1st, the City Surveyor position and its subordinate staff will no longer report to the Real Estate Manager, Peggy Hunter. Ms. Hunter's JAQ reflects this change.

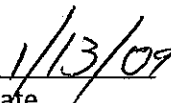
This position and its subordinate staff will be reorganized within the Engineering Division to report to the Parks Planner (proposed Parks Program Manager), Utility Engineer (proposed Utility Program Manager, and the Engineering Projects Manager (proposed Streets Program Manager).

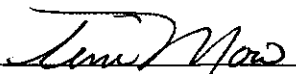
This pending change is unknown to the incumbent at this time, however for the purposes of classifying the Real Estate Manager as well as the above mentioned proposed Program Managers, it is necessary to disclose this to the Class and Comp consultant at this time.

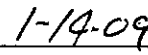
Incumbent's JAQ.

The incumbent is a very well respected surveyor within the community; however as evidenced by the incumbent's JAQ, there is some frustration between the incumbent and the City of Grand Junction's Human Resources department in being recognized as a professional. He has refused to modify his briefly stated JAQ. This office requests the Class and Comp consultant, Fox Lawson and Associates, to review other municipalities' City Surveyor positions in determining proper classification of the position.


Trent Prall, Engineering Manager


Date


Tim Moore, Public Works and Planning Director


Date

