

CLASSIFICATION SPECIFICATION



CLASSIFICATION: County Surveyor
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Exempt
UNION AFFILIATION: N/A

ESTABLISHED: Circa 1991
REVISED: April 2009

JOB SUMMARY:

Under managerial direction, provides professional land surveying expertise for the County in the review and disposition of all matters related to property boundary, right of ways and street locations, and other entitlements; prepares and reviews legal descriptions for land grants, annexations, incorporations, special districts and other County purposes; reviews all maps and records of survey prior to recordation; performs related work as assigned.

County Surveyor is a managerial position in the professional Engineering/Surveying series. An incumbent in this classification must file statements of economic interest with the Yuba County Clerk/Recorder.

CLASS CHARACTERISTICS:

This position reports to the Public Works Director in the Community Development and Services Agency. The incumbent will perform the duties of County Surveyor as prescribed by State law and County ordinances; direct the efforts of staff that perform County surveying functions; serve as an expert witness in cases dealing with boundary lines, easement disputes and right of ways and provide technical expertise to the Board of Supervisors, County Departments, and special districts within the County in areas of authority. Pursuant to §27550 of the Government Code, the Office of Surveyor is declared an appointive position. Appointment to this position is approved by a majority vote of the Board of Supervisors with recommendation from the Public Works Director.

EXAMPLES OF DUTIES:

Essential:

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the survey function; provides input into the budget and administrative activities of the Public Works department as related to the surveying function.
- Plans, organizes, assigns, manages, reviews and evaluates the work of assigned staff; recommends selection of staff and provides for or coordinates staff training; conducts performance evaluations; administers discipline as required and ensures effective morale and productivity.
- Manages and evaluates the division's work activities, projects and programs; sets priorities and assigns field crews to perform surveying in support of County design and right of way projects; monitors progress to ensure timely and efficient operations and participates in long-range plans.
- Reviews and/or directs the review of records of survey maps; executes the County Surveyor's Certificate for parcel maps, tract maps, records of survey and legal descriptions for recordation purposes and assumes statutory responsibility for the preparation and maintenance of such records.
- Reviews and prepares reports regarding tentative parcel maps, tract maps, lot line adjustments, conditional use permit applications, environmental impact reports, certificates of compliance and similar documents for compliance with laws, ordinances and regulations prior to acceptance and/or recordation.
- Researches records within the County Assessor's office, the County Recorder's office, the Clerk of the Board of Supervisor's office and the Surveyor's office to determine chain of title, verify legal ownership and the County's Rights of Way.
- Provides professional surveying knowledge and serves as subject matter expert for the County on matters relating to surveying, mapping, property use, easement and ownership issues.
- Represents the Public Works Department in meetings related to County Surveyor functions; coordinates activities with those of other departments, outside agencies and organizations; may make presentations to the Planning Commission, the Board of Supervisors and other governmental bodies.
- Provides information to the public regarding surveying and land development and public rights of way.
- Assists in the planning and implementation of the County geographic information system; directs the survey monument preservation program.
- Monitors and interprets changes in laws and regulations related to surveying activities and functions; evaluates their impact upon County activities, and develops and implements policy and procedural changes as required.

- Implements and maintains various databases related to surveying, mapping and land development.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials; personally prepares and maintains maps and legal descriptions and maintains the official County map.

Important:

- Provide land surveying consultation and guidance to various private and public organizations.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of professional land surveying.
- Applicable laws, codes and regulations, including those concerning land development, easements, boundaries, and land use planning.
- Engineering mathematics through trigonometry.
- Specialized equipment and technology used in surveying such as surveying instruments, scanner, plotter, and associated software and/or database programs.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Concepts and survey implications and applications of a geographic information system.
- Principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, employee training and discipline.
- Principles of program planning, budget preparation, budget execution monitoring, and expenditure control.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Records management principles and practices.
- Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals and groups.
- Techniques for making effective public presentations.
- Computer applications related to the work.

Skill in:

- Planning, organizing and administering County-wide land survey program.
- Planning, organizing, supervising, reviewing and evaluating the work of staff.
- Making effective presentations and representing the department with individuals, community organizations and other governmental bodies.
- Reviewing and approving a variety of survey and mapping documents.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Interpreting, applying and explaining complex federal, state and local laws and regulations related to the areas of responsibility and the land development process.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Establishing and maintaining a complex record keeping system in an organized manner.

Ability to:

- Using initiative and independent judgment within laws and general policy guidelines.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Require individual accountability and responsibility by immediately responding to behavior.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Reason both deductively and inductively.
- Utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program.
- Represent the County effectively in meetings and make formal presentations to various groups.

- Prepare clear and concise reports, correspondence and other written materials.
- Give full attention to what other people are saying, taking time to understand and ask questions pertaining to the points being made.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a typical office setting.
- Drive a motor vehicle to attend meetings and visit off- site locations.
- May require occasional field surveying activities that could expose incumbent to severe weather conditions such as heat, cold, wind, and rain.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.
- Possess registration as a Professional Land Surveyor in the State of California.

Special Requirements:

- Attend meetings and functions outside of normal working hours.

Education and Experience:

MINIMUM: Equivalent to graduation from a four year college or university with major course work in land surveying, civil engineering or a related field and five years of professional land surveying experience. Additional surveying experience may be substituted for the education on a year for year basis to maximum of two years.

PREFERRED: In addition to the above minimum, additional professional land surveying experience preferably in both private and public sector employment. Prior supervisory or programmatic experience is desirable.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job related duties other than those contained in this document.

Dept Approval: Department Head
Date:

Signature: _____

Personnel Approval: Analyst
Date:

Signature: _____