

CLASS SPECIFICATION

Yuba County

May 2005

CLASS TITLE: Associate Surveyor

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under general direction, performs professional Land Surveyor functions; provides lead direction to assigned staff performing field surveying, drafting and mapping services; coordinates activities between surveying and engineering divisions of the Public Works Department and performs related work as assigned.

CLASS CHARACTERISTICS:

This is the experienced level position in this professional surveyor series, independently performing highly complex and technical review for County surveying functions. Responsibilities include providing professional land surveyor assistance to the public and other County departments, as well as, providing lead direction to technical support staff. This class is distinguished from the Assistant Surveyor in that the latter maintains greater responsibility and authority for professional land surveying and document review, in addition to, the level of technical expertise required.

EXAMPLES OF DUTIES:

Essential:

- Assists with administrative aspects of the County Surveying functions; represents the County Surveyor and provides professional support at various meetings and conferences; acts on the behalf of the County Surveyor on an as needed basis.
- Plans, assigns and provides lead direction to technical staff conducting field surveys, including geodetic and cadastral surveying, and in preparing official maps and plans of the lands of Yuba County.
- Provides lead direction to staff in the following areas; survey notes, drafting maps, preparing property descriptions, indexing and filing maps and survey records.
- Assists the public in locating requested survey information; explains and interprets property descriptions, survey maps and data to county employees and the public.
- Assists in planning the long range survey program of County lands; develops, recommends and implements policies and procedures for County Surveyor operations.
- Interprets state laws and local ordinances associated with surveying functions; makes decisions related to land survey disputes and serves as expert witness in court cases involving property lines.
- Provides lead direction to staff, reviewing, checking, computing and approving the boundaries and areas of subdivision maps.
- Provides staff direction with the implementation, maintenance and management of Geographical Information System for Public Works Department.
- Coordinates with the federal government on geodetic and other surveying activities affecting the County of Yuba.
- Provides input and assists in the administration of the annual budget for the Surveyor division.

QUALIFICATIONS:

Knowledge of:

Principles, practices, procedures and technical aspects of a major survey function.
Principles and practices of surveying, including boundary determination, legal descriptions, construction mapping and hydrographic surveying.

Basic supervisory principles and practices.
Applicable laws and regulations pertaining to subdivision of land and land surveying.
Civil engineering plans, maps, and specifications related to surveying.
Principles, practices and procedures of a Geographical Information System.
Technical report writing and correspondence preparation.

Skill in:

Assist with planning, coordinating and directing the operations of the Surveyor's Division.
Providing lead direction, training staff in work procedures.
Analyzing, comprehending and interpreting technical information and/or property descriptions for surveying or related operations.
Reading and interpreting civil engineering drawings, maps, specifications, legal descriptions for surveying or related operations.
Interpreting laws related to surveying, the subdivision of land, and the establishment of judicial/special assessment district boundaries.
Resolving differences related to complex land survey dispute problems.
Preparing complex technical reports and correspondence.
Planning, coordinating, and managing the maintenance of a Geographical Information System.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle to inspect work sites and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

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

Working Conditions:

- Attend meetings and functions outside of normal working hours.
- Inspect work in progress in all weather conditions.

Licensing and Certification:

- Possess a Professional Land Surveyor License (PLS) as referenced in California Business and Professions Code Section 8742(a) and 8747(b).
- Possess a valid California Class C driver's license.

Background: The minimum and preferred requirements for this position are described below:

MINIMUM: Two years of college (60 semester units) with major coursework in land surveying, civil engineering or a closely related field and six years of progressively responsible experience in land surveying **OR** graduation from a four year college or university with major coursework in land surveying or civil engineering or a closely related field and two years of progressively responsible land surveying experience.

PREFERRED: Equivalent to graduation from a four year college or university with major coursework in land surveying, civil engineering or a closely related field and three years progressively responsible land surveying experience in a public agency setting.

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.