

CLASS SPECIFICATION

Yuba County

May 2005

CLASS TITLE: Assistant Surveyor

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under general direction, assists the County Surveyor in performing 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 entry-level position in this professional surveyor series. Incumbents provide support to the surveying functions while learning County Ordinances, policies and procedures along gaining experience in the fundamental principles of land surveying. Incumbents initially work under close supervision and are expected to become increasingly knowledgeable and carry out assignments with greater independence.

EXAMPLES OF DUTIES:

Essential:

- Plans, coordinates and conducts surveys including preliminary surveys, drainage studies, right of way surveys, mapping, and easements; records survey notes.
- Analyzes data, checks measurements and readings for accuracy and prepares reports summarizing work.
- Review tentative subdivision and parcel maps and make recommendations as to the conditions of approval.
- Reviews records within the County Assessor's office, the County Recorder's office and the Surveyor's office to verify chain of title and legal ownership.
- Checks subdivision maps, parcel maps, records of survey, lot line adjustments and other improvement plans for accuracy and compliance with codes and regulation.
- Provides information to engineers, land surveyors, property owners and the public on a variety of land use issues.
- Inspect and review the work of outside contractors for compliance with improvement plans and specifications.
- Maintain Geographical Information System within the Public Works Department.
- Maintain accurate survey and engineering records, prepare comprehensive reports.

QUALIFICATIONS:

Knowledge of:

Principles and practices, techniques and equipment used for land surveying.

Laws, codes and regulations related to land surveying.

Principles and practices of a Geographical Information System.

Modern methods and techniques in the design, construction and maintenance of Public Works projects.

Drafting methods and techniques as applied to land surveying.

Office methods and procedures pertaining to land surveying, record systems and computerized record keeping methods.

Skill in:

Performing technical and professional surveying work independently.
Computing complex engineering problems and data, rapidly and accurately.
Reading, interpreting, and preparing construction/engineering drawings and diagrams.
Performing independent research for collecting and summarizing data for County Surveyor.
Preparing and presenting clear and concise oral and written reports, plans and sketches.
Interpreting a variety of plans, maps and legal descriptions.
Interpreting, applying and explaining applicable codes and regulations.
Establishing and maintaining effective working relationships with those contacted in the performance of required duties.

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 Land Surveyor in Training certificate as referenced in California Business and Professions Code Section 8741(a) and 8747(a).
- Possess a valid California Class C driver's license.

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

MINIMUM: At least one year of related college level course work (30 semester units) with a concentration in land surveying or mathematics through trigonometry or basic science, and six years of progressively responsible experience in property surveying and/or land development; **OR** two years (60 semester units) of college level coursework and four years of progressively responsible experience, as indicated above.

PREFERRED: In addition to the above, additional upper division coursework, from an accredited college or university with a concentration in Land Surveying, Civil Engineering or a closely related field and six years of progressively responsible experience in property surveying and/or land development.

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.