



February 2020
FLSA: Non-Exempt

SURVEYOR

DEFINITION

Under general direction, under general supervision, plans, schedules and supervises employees performing surveying, right of way and mapping work. provides complex and responsible support to the Public Works Director/Town Engineer in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Public Works Director/Town Engineer.

CLASS CHARACTERISTICS

This is a mid-management classification responsible for survey activities of the Engineering Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities. Incumbents serve as a resource for operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as the Project Manager for the surveying portion of county construction projects; works with professional staff to assess surveying needs, requirements and deadlines.
- Assigns field crews to perform surveying in support of county design and right of way projects.
- Assesses the need for the acquisition of private property for county right of way; reviews title reports, deeds and easement documents to establish existing boundaries; directs the creation of right of way maps; reviews and approves deeds to the county for public roads and easements and legal descriptions for the abandonment of county right of way.
- Coordinates surveying, mapping and right of way activities with other county departments.
- Prepares and maintains project budgets.
- Confers with department heads and county project design teams to assess project-related surveying standards and requirements; establishes survey procedures, scope of work and timeframes.
- Works with property owners, title companies, utility and water companies in acquiring right of way.
- Directs staff in map checking for record of surveys, subdivision maps and parcel maps; reviews subdivision and parcel maps for compliance with conditions of approval.
- Signs record of surveys, lot line adjustments, subdivision maps and parcel maps on behalf of the Town of Paradise.
- Confers with officials of other government agencies, professional land surveyors, professional engineers, landowners, developers and representatives of other agencies and organizations on matters regarding surveying regulations, policies and technical data.

- Creates and maintains files and indexes of county right of way maps, deeds and other legal documents as a matter of public record in accordance with state law; responds to requests from engineers, land surveyors and the general public to retrieve maps and records as necessary.
- Determines needs and assess priorities for the Town's survey monument preservation program.
- Performs the most complex phases of design, control, boundary and right of way surveys as necessary.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Knowledge of the principles, practices and techniques of surveying, mapping and right of way.
- Knowledge of the principles and practices of civil engineering.
- Knowledge of modern methods and techniques in the design, construction and maintenance of county projects.
- Knowledge of the principles and practices of administrative management, including budgeting, employee supervision and training.
- Knowledge of pertinent federal, state and county statutes, rules, ordinances, codes, policies and procedures.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in interpreting improvement plans, survey maps and legal descriptions.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, oversee and manage operations of the Survey function.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the division.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the division and the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Bachelor's degree in Civil Engineering, or a related field. Six (6) years of professional experience in surveying and right of way, including two (2) years of supervisory or lead experience. Years of experience may be substituted for education on a year for year basis.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.
- Licensed Land Surveyor with the State of California.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Town sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.