

CHIEF OF SURVEYS

DEFINITION

Under direction, supervises the County's survey functions, and the correction of missing property boundaries and monuments; supervises and aids in performing minor design functions associated with all construction projects; performs engineering calculations; acts as the County Surveyor and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position supervisory classification in the Public Works Department, accountable for supervision of survey functions for Public Works and other County departments, directly and through subordinates. This class requires a California Land Surveyors License, or pre-1982 California registration as a civil engineer.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Supervises the activities of field and office surveying staff in conducting field surveys, and engineering technicians and aids in performing minor design work such as limited road construction, curb and gutter plans, guardrails, etc. Responds to survey staking requests for all construction projects within Monterey County.
2. Trains employees in work procedures, enforces standards, and safety practices, and manages all performance related issues
3. Plans, prioritizes, assigns and reviews daily activity of survey crew work; estimates times and equipment required, and prepares work orders and costs estimates
4. Responsible to sign and certify documents as the County Surveyor
5. Analyzes available data and makes decisions of a professional nature as defined by the State Land Surveyors Act, Subdivision Map Act and local ordinances relating to surveying projects; resolves difficult and complex office and field surveying problems
6. Performs engineering calculations related to right-of-way, monument placement, and design
7. Researches, coordinates, and prepares technical reports and performs other field and office activities to locate property boundaries and monuments; prepares monumentation maps, prepares legal descriptions and easements for right-of-way acquisition
8. Establishes guidelines to maintain professional, technical and legal standards as mandated by State law
9. Participate in design review and project scheduling processes
10. Contacts the general public, other departments, contractors, private surveyors, and outside organizations relative to survey practices and procedures
11. Ensures proper maintenance and calibration of survey equipment

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Principles, practices and legal requirements of surveying including knowledge of GPS coordinates and GIS mapping systems
2. The Land Surveyor's Act, Subdivision Map Act and other laws, ordinances and regulations pertaining to land surveying
3. Principles and practices of supervision, planning, scheduling, direction, and performance management practices
4. Equipment and materials used in surveying, mapping, and C.A.D. drafting
5. Methods of engineering calculations related to right-of-way, monument placement, and design
6. Principles and practices of design as related to limited road and bridge construction,
7. Techniques and requirements for preparing legal descriptions and easements
8. Safety Practices, regulations and equipment applicable to survey work

Skill and Ability to:

1. Plan, organize, schedule, assign and review the work of others
2. Train and evaluate the performance of subordinate staff
3. Perform engineering calculations related to the right-of-way, monument placement, and design
4. Perform and oversee minor design of roads, curb and gutter plans, guardrails and other minor designs projects
5. Interpret and apply the provisions of the Land Surveyor's Act, Subdivision Map Act and County Ordinances pertaining to land development
6. Prepare monumentation maps, legal descriptions, plats, and easements for right-of-way
7. Prepare and maintain clear and comprehensive records, reports and technical correspondence
8. Communicate effectively both orally and in writing
9. Establish and maintain effective working relationships and attend and perform duties on a regular and consistent basis

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

Licenses:

Pursuant to Section 8725 of the California Business and Professions Code, a valid license as a Land Surveyor or possession of a valid certificate of registration as a Civil Engineer awarded prior to 1982, issued by the California State Board of Registration for Professional Engineers and Land Surveyors is required.

Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Education:

Bachelor’s degree in Land Surveying, Civil Engineering or a closely related field;

AND

Experience:

Five years of progressively responsible professional land surveying experience including at least three years supervising one or more survey crews

OR

A combination of training, education and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to work outdoors, and in exposure to inclement weather
2. Exposure to traffic and construction hazards
3. Must be able to walk in rough terrain, climb hills and clear vegetation in the verification of survey work.

CLASS HISTORY CLASS DATA

Class Code:	41A87	Job Group:	06
Established Date:	May 1991	EEO Category:	P
Revised Date:	April 2011	Work Comp. Code:	9410
Former Title:	(New)	Bargaining/Employee Unit:	X
		FLSA:	E

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Approved by:

/s/ Kim Moore
County Administrative Office

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Date