

County of Humboldt Job Specification
COUNTY SURVEYOR
Classification 0207
FLSA: Exempt



DEFINITION

Under general direction, performs and administers the statutory functions of the County Surveyor; plans, organizes, and supervises the surveying operations and staff; prepares and reviews legal descriptions of property, easements, annexations, special districts, incorporations and subdivisions; reviews and confirms by law all maps and records of survey prior to filing with the County Recorder; supervises professional and technical staff; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Deputy Director of Public Works. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is a management classification appointed by the Board of Supervisors. It is responsible for planning, organizing, reviewing, and evaluating the County's survey function. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned program and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and 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 assignment of different positions.

- Plans, organizes, assigns, reviews, evaluates, and manages the County's land surveying activities including field operations, office operations, surveying record file maintenance, and the preparation and review of maps, legal descriptions and other documents.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the survey function; establishes, within County policy, appropriate budget, service, and staffing levels.
- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the survey function service by developing, reviewing, and implementing policies and procedures to meet legal requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery

methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Directs office operations involving surveying operations, record file maintenance, map reviews, and related activities; maintains official record files of surveys performed, including copies of field notes and calculations made during the course of each survey.
- Reviews all survey and subdivision maps for accuracy, content, and validity before recording.
- Meets with private engineers and land surveyors to research subdivisions, surveys, or relative to problems involving projects.
- Performs survey work such as land surveying and construction staking; conducts onsite inspections of construction projects to ensure compliance with plans.
- 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 right of way engineering for County projects; determines property boundaries and easement locations for County projects; reviews, assists and prepares related documents.
- Implements and maintains or participates in the implementation and maintenance of a variety of databases related to surveying, mapping, land development and geographical information systems.
- Represents the department to other County departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of surveying; researches emerging products and enhancements and their applicability to County needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles, methods, procedures, and equipment used in land surveying and mapping.
- Mathematics through trigonometry as applied to land surveying and pertinent standard engineering calculations.
- Specialized equipment and technology used in surveying including surveying instruments, scanner, plotter, computer aided drafting, geographic information systems and associated software and/or database programs.
- General principles and practices of civil engineering as applied to land surveying.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, business correspondence, information distribution, research, and reporting.
- Recordkeeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the survey function.
- Evaluate complex codes, regulations, and environmental problems, and develop effective courses of
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines
- 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.
- 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:

Five (5) years of post-licensed surveying experience which includes at least one (1) year of experience reviewing maps, survey records, and other survey documents and one (1) year in a supervisory capacity.

Education equivalent to a bachelor's degree from an accredited college or university with major coursework in land surveying, civil engineering, or a related field is desirable.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Must possess a valid license as a Land Surveyor issued by the California State Board of Professional Engineers, Land Surveyors, and Geologists; or possess a valid license as a Civil Engineer issued prior to 1982 by California State Board of Professional Engineers, Land Surveyors and Geologists.

PHYSICAL DEMANDS

When performing office operations:

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

When performing field operations:

- Mobility to work in changing site conditions; 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 County sites.
- Strength and stamina to perform light to medium physical work; lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to make measurements and inspect site conditions and work in progress.

- Fieldwork requiring walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

- Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions.
- There will also be some field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, hazardous physical substances and fumes, dust and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).