

Surveyor

Purpose of the role: Under direction, plans, organizes, and participates in land surveying and mapping including preparation and review of record of survey and related documentation; and performs related duties as assigned.

Distinguishing Characteristics: This is the advanced level class and participates in the analysis, research, and verification of parcel maps, records of survey, tract maps, lot line adjustments, and field surveys. Participates in the selection and supervision of private professional surveyors for the development of plans and specifications, studies and reports.

Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Prepares plans and specifications for surveyor related City projects; researches and identifies project requirements; performs complex calculations and prepares estimates of time and material costs.
- Participates in the selection and supervision of private professional surveyors for the development of plans and specifications, studies and reports.
- Monitors and tracks cost and project budgets (through fee calculations) for surveyor related City projects.
- Prepares estimates and feasibility reports for new or modified survey searches; administers contracts for survey projects.
- Coordinates and administers plan checking and recordation processing of tract maps, parcel maps and lot line adjustments with the County Surveyor Office, title companies, outside engineers/surveyors, Fire Department and within the City.
- Secures Ventura County approved originals of tract maps, parcel maps, lot line adjustments along with approved deed documents up to release for recordation.

- Reviews survey maps and plans for private developments and ensures they meet City requirements.
- Participates in the review and examination of City documents, final maps, parcel maps and lot line adjustments to ensure compliance with City requirements and ordinances; State and Government Codes, and rules and regulations of the Land Surveyor Act.
- Reviews Certificate of Correction for tract and parcel maps prior to submission to the County Surveyor Office.
- Prepares and interprets record of survey and exhibits for easements, dedications, abandonment and right-of-way matters.
- Reviews and approves record of survey prepared by private engineers and surveyors for City projects before recordation and approval by City Engineer.
- Performs record searches, boundary analysis and complex mathematical survey calculations.
- Analyzes closure calculations, easement and boundary conflicts.
- Prepares correspondence to surveyors, engineers, and contractors relating to surveying matters, standards, and other code related issues; recommends necessary changes to obtain compliance with applicable codes and regulations; initiates action to enforce code compliance.
- Provides advice and technical assistance to City staff, commissions, committees, and the public on surveyor related matters and serves as the City's representative to other government agencies.
- Researches information as requested for surveyor related matters and provides information for homeowners, engineers, real estate and insurance purposes.
- Manages the City's monument preservation plan and maintains monument preservation on capital improvement projects. Performs field inspections and site visits, including field surveying and monument inspection, tie sheet review and verification for tract and parcel maps. Coordinates with outside engineers/surveyors and the City Inspector for monument inspection.
- Prepares surveying studies and reports.
- Assists with review of capital improvement projects and entitlements for easement conflicts.
- Maintains record drawings and maps.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Land surveying theory, principles and practices.
- Land surveying and engineering mathematics.
- Principles of boundary law, public land and record of survey.
- Principles, techniques and equipment used in surveying and engineering.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations (including the Land Surveyor's Act and Subdivision Map Act)
- Map recordation, subdivision and document preparation.
- Principles and practices of contract administration and project management and evaluation.

Ability to:

- Perform difficult technical research and analyze complex surveying and mathematical problems, evaluate alternatives and recommend or adopt effective courses of action.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Develop plans, specifications, estimates and work orders for the work projects pertaining to surveying.
- Make and check complex land surveying computations quickly and accurately.
- Perform detailed analysis of survey problems, legal descriptions, specifications and maps.
- Read and interpret a variety of complex surveying documents, specifications and maps.
- Read and interpret final maps, parcel maps, records of survey, corner records, lot line adjustments, certifications of correction and other related surveying maps.
- Read and write legal descriptions and survey maps.
- Read field survey notes and perform field surveys.
- Tactfully and effectively communicate with the public, City staff, engineering firms, contractors, developers, etc.
- Utilize standard office equipment including computers and related software applications.
- Prepare clear and concise reports, drawings, maps, notes, correspondence and other written materials.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

***Desired
Minimum
Qualifications:***

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in surveying, civil engineering or a related field.

Education and Experience Guidelines:

Experience:

Three years of responsible professional land surveying experience. Prior experience in a municipal setting preferred.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

A valid Professional Land Surveyor License issued by the California Board for Professional Engineers, Land Surveyors and Geologists or registration as a Professional Engineer issued by the California Board for Professional Engineers, Land Surveyors and Geologists (issued prior to January 1, 1982) - licensed civil engineer legally authorized to perform land surveying.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; occasionally required to work outside, with exposure to inclement weather conditions or elevated noise levels; interaction with officials and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 6/19/18