

COUNTY OF SOLANO
CLASS SPECIFICATION
COUNTY SURVEYOR

Effective Date of Revision: 12/27/2018

CLASS SUMMARY:

Under general direction, incumbents in the class of County Surveyor plan, schedule, and supervise activities of the Survey and Land Development Section of the Department of Resource Management Engineering Division, including the review and approval of private surveys and subdivided land within the authority of the County Surveyor.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- Engineering Manager class which plans, manages, and directs the activities for the whole Engineering Division of the Department of Resource Management;
- Engineering Services Supervisor class which plans the design and construction of scheduled projects and performs or oversees the duties of Traffic Engineer for unincorporated areas of the County;
- Survey Party Chief class which supervises the work of the survey party involved in performance of complex land surveys;

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Director of Transportation or subordinate managers.
- Employees in this class supervise professional surveying, land development and support staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the Survey and Land Development section and performs managerial responsibilities such as:
 - assisting in writing the County Subdivision Ordinance and updates; assisting in writing County road improvement standards, subdivision requirements, and updates; assisting in writing and administering implementation of transportation impact fee programs;
 - negotiating, preparing and overseeing aerial mapping projects and agreements;
 - monitoring goals and objectives of the section and taking corrective actions as appropriate; and
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance, ensuring that employees are properly trained; providing career development mentoring and recommending training and career development opportunities;

- directing and coordinating daily work activities by planning, organizing, scheduling, prioritizing, and assigning work and deadlines; monitoring status of work in progress and inspecting completed work; recognizing employees' work efforts and accomplishments;
- counseling employees, reviewing, approving and implementing disciplinary actions and terminations, and completing employee performance appraisals;
- interviewing applicants and making selections;
- reviewing and approving timesheets and requests for leave;
- processing employee concerns and problems, conferring with assigned staff, assisting with complex/problem situations, and providing technical expertise;
- supervising and monitoring field and office survey projects for design/construction of roads/bridges;
- reviewing survey mapping conducted by Survey section, including topographic, construction, or other survey mapping; reviewing County surveys for compliance with state laws;
- supervising maintenance of the County Surveyor map index system; supervising and approving preparation of right-of-way maps for property acquisition; supervising preparation of LAFCO (Local Agency Formation Commission) maps and various road maps;
- preparing, signing, and sealing descriptions for Supervisorial redistricting; supervising preparation of Supervisorial redistricting maps; and
- supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Determines boundary locations from legal descriptions and filed survey maps; resolves difficult boundary problems; determines legal status of County roads from various sources; determines property ownership from preliminary title reports.
- Prepares, signs, and seals descriptions of property owned by or sold to the County; prepares and/or reviews maps of County property to be purchased or sold.
- Researches and interprets old County survey/road records.
- Calculates mathematical closures and areas of County properties.
- Reviews and responds to environmental impact reports.
- Represents the Department in community by:
 - reviewing and ensuring compliance of all private surveys submitted to the County Surveyor; reviewing and ensuring compliance of all private surveys submitted for filing by various cities within the County, under agreements with the Board of Supervisors, and signing and sealing private surveys as Acting City Surveyor for the cities;
 - reviewing, approving, signing, and sealing all private surveys filed in Solano County and all subdivision and parcel maps filed within the unincorporated area of the county;
 - providing technical information and assistance concerning survey and land development activities; answering difficult survey questions from private surveyors, engineers, and the public; answering questions concerning State Subdivision Map Act and Land Surveyor's Act;
 - administering public compliance with the Department of Resource Management's land development requirements;
 - reviewing and responding in writing to land development applications, including use permits, subdivisions, lot line adjustments, and certificates of compliance;

- preparing various agenda items for review/approval by Board of Supervisors;
- attending meetings and serving on committees as needed; preparing and delivering presentations; representing the department at various meetings; visiting project sites and land development sites; and
- maintaining professional affiliations; attending workshops and training sessions as appropriate.
- Prepares, receives, completes, processes, and maintains a variety of forms, reports, correspondence, logs, and records.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; and
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Experience:** Five (5) years of progressively responsible experience involving land surveying, land development, engineering, and basic supervision.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess and incumbents are required to maintain a valid California Professional Land Surveyor's License.
- Possession of a valid California Civil Engineer License can be substituted for the California Professional Land Surveyor's license if it was obtained prior to January 1, 1982 and has remained continuously valid.
- Applicants are required to possess a valid Class C California Driver's License.

Note: All licenses, certificates and registrations must be kept current while employed in this class. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Policies, procedures, and activities of the County and departmental practices as they pertain to the performance of duties; agency goals and purposes; terminology, principles, and methods utilized within the department.
- Laws, ordinances, standards, and regulations pertaining to specific duties and responsibilities of the position; statutory provisions governing the County Surveyor's function; state laws and local ordinances governing subdivisions and other land development; laws governing acquisition of and disposal of road right-of-way.
- Principles, methods, and equipment associated with land surveying and civil engineering.
- Public works construction methods.
- Principles and practices of supervision, leadership, motivation, team building, organization, conflict resolution, and training.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.

- Customer service techniques for dealing with public.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Computers and software programs typically used in the position; computerized data collection, retrieval, and analysis; standard office procedures, practices, equipment.

Skills and/or Ability to:

- Comprehend, interpret, explain, and apply a variety of complex laws, regulations, procedures, and other information related to survey and land development activities.
- Develop goals and objectives and understand program objectives in relation to departmental goals and procedures.
- Direct and supervise all types of land surveys.
- Supervise and lead the work of others engaged in survey and land development activities; plan, supervise, instruct, train, develop, and direct the work of subordinates; effectively delegate responsibility and authority to others; determine and evaluate levels of achievement and performance of subordinates; secure cooperation and teamwork among professional and support staff.
- Plan, organize, and prioritize daily assignments and work activities.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Make decisions, project consequences of decisions, use independent judgment, and work with little direct supervision as situations warrant.
- Determine the appropriate course of action in emergency or stressful situations.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Prepare narrative and statistical reports; maintain accurate records and document actions taken.
- Perform required mathematical calculations.
- Research regulations, procedures and/or technical reference materials.
- Communicate clearly and concisely, both orally and in writing.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work, including those who have objectives counter to assigned role.
- Utilize basic office equipment and engineering/map copying machines; use a computer to gather and analyze data.
- Drive a motor vehicle.
- Operate field and office survey equipment and software.

SUPPLEMENTAL INFORMATION

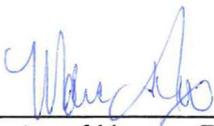
Independent travel is required.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require the following: (1) balancing, stooping, kneeling, reaching, crawling, reaching, fingering, grasping, and repetitive motion; (2) climbing and working safely on ladders (extension and A-frame) and step ladders with a total weight that does not exceed the weight capacity of the ladder or the highest rated capacity of the harnesses and lanyards used for fall protection; and (3) standing or walking on uneven surfaces.
- **Lifting, Carrying, Pushing and Pulling – Medium work:** Positions in this class require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, and to distinguish between normal and off shade colors and to read gauges and meters in dimly lighted areas etc. Positions in this class also require employees to have depth perception and good eye-to-hand coordination in order to operate a motor vehicle and to operate a variety of hand and power tools.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must occasionally be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Office Work plus Outdoor Work:** While some work will be in an office setting, visits to outdoor worksites will require an employee in this class to work outside and be subject to walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts, being exposed to intense noises, fumes, odors, pollens, dust, inadequate lighting, electrical currents, toxic agents, fuel, oil, gases, smoke, vibrations, and to unpleasant field conditions including rainy, windy, cold, or hot weather; employees may be subject to injuries when working with hand and power tools and equipment.
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.
- **Working at Heights:** Employees in this class may be required to work at heights six feet and more above the ground on equipment and structures.



Director of Human Resources

Established Date: October 1986

Revised Date: June 2002, March 2004, December 2004, December 2018