MEETING: March 6, 2012

TO: The Board of Supervisors

FROM: Rick Benson, County Administrative Officer

RE: County Surveyor Job Description Amendment

RECOMMENDATION AND JUSTIFICATION: Approve an amendment to the County Surveyor job description by amending the minimum qualifications to add language that a Civil Engineer license is qualifying if the license is issued prior to January 1, 1982. Prior to 1982, Civil Engineers were authorized to practice land surveying. Beginning January 1, 1982, only those individuals who had a license as a Land Surveyor could legally perform land surveying work. Those individuals who received a license as a Civil Engineer after January 1, 1982 had to take and pass a separate exam for a Land Surveyor in order to practice land surveying.

The current minimum qualifications in the County Surveyor job description state that a Civil Engineer license is qualifying. Amending the job description by adding that the Civil Engineer license is qualifying if issued before January 1, 1982 would correctly reflect the statutory requirements in the Professional Land Surveyors Act and the Professional Engineers Act.

BACKGROUND AND HISTORY OF BOARD ACTIONS: From time to time, the Board of Supervisors approves amendments to existing job descriptions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: If this action is not approved, the job description would continue to incorrectly reflect that any Civil Engineer could practice as a Land Surveyor.

FISCAL IMPACT:
None.

ATTACHMENTS:
County Surveyor (PDF)

CAO RECOMMENDATION
Requested Action Recommended
RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Lee Stetson, District I Supervisor
SECONDER: Lyle Turpin, District II Supervisor
AYES: Lee Stetson, Lyle Turpin, Janet Bibby, Jim Allen
EXCUSED: Kevin Cann
COUNTY SURVEYOR

DEFINITION
To coordinate, supervise and participate in complex technical and professional survey work related to County public works and land development projects; to supervise and evaluate the work of assigned Engineering Technicians; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Assistant Director of Public Works – Operations and Public Works Director.

Exercises direct supervision over Engineering Technicians.

EXAMPLES OF ESSENTIAL FUNCTIONS
Plans, coordinates, supervises and participates in complex, professional surveying work related to public works, planning and land development projects.

Trains, supervises and evaluates the work of assigned Engineering Technicians; offers advice and assistance; implements disciplinary actions as necessary.

Assists with annual department budget preparation; tracks expenditures.

Recommends the purchase of supplies, tools and equipment as needed for survey work; maintains inventory of supplies and equipment.

Receives and reviews maps, legal descriptions and related documents for technical correctness and compliance with federal, state and local laws, regulations and guidelines.

Signs, stamps and records maps, legal descriptions and related documents in the Office of the County Recorder.

Reviews proposed subdivisions, land divisions, lot line adjustments, and other projects submitted to the Planning Department; makes recommendations to department staff and the Planning Commission for approval or denial based on compliance with County ordinances and policies.

Researches existing maps, plans, deeds, casements and other land records.

Supervises and participates in the collection of field survey data; sets up, adjusts and operates surveying equipment; prepares field notes and drawings; performs field surveying for roadway, bridge and other projects.
Prepares and supervises the preparation of surveys, maps and legal descriptions of real property and rights-of-way for County projects; performs calculations, mapping and drafting work using both manual and computer-assisted methods.

Scans recorded maps for inclusion in automated database.

Prepares comprehensive reports and maintains accurate records.

Receives and responds to complex technical inquiries from engineers, surveyors, developers, County staff and members of the public regarding map check outcomes, property ownership and boundaries, monumentation and easement locations, relevant federal/state/local laws and County policies and procedures.

Represents the Public Works Department at meetings in matters related to surveying.

Performs general administrative / clerical work as required, including preparing reports and correspondence, entering and retrieving computer data, attending meetings, copying and filing documents, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Pertinent federal, state and local laws, regulations, codes and ordinances.

County and department policies and procedures.

Principles of training and supervision.

Principles, practices and procedures of land surveying, land development and mapping.

Principles of algebra, geometry and trigonometry as used in office and field survey analysis.

General principles and practices of civil engineering.

Computerized mapping and drafting technologies; other computer applications and software used to process field data.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for word processing, spreadsheet preparation and database management.

English usage, spelling, grammar and punctuation.

Safe work practices.
Ability to:
Understand, interpret and apply pertinent federal, state and local laws, rules, regulations, codes and ordinances, and County policies and procedures.

Understand and follow complex oral and written instructions.

Operate and maintain precision survey instruments and engineering calculators.

Perform complex mathematical computations quickly and accurately.

Read, understand and interpret complex technical and legal documents, technical drawings and plans, maps and other data.

Review engineering plans and specifications prepared by others.

Effectively train, supervise and review the work of others.

Establish priorities and work under stress to meet deadlines.

Effectively use computers for word processing, database management, spreadsheet preparation and specialized mapping and drafting functions.

Communicate clearly and concisely, both orally and in writing.

Prepare clear and concise technical reports, field notes and correspondence.

Make presentations to various groups.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic hazards, construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes and dust. Worker may be subject to unusual fatigue from irregular working hours.

TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, crouch, and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move light to moderately heavy weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for
making observations, communicating with others, reading and writing, and operating office
and specialized field equipment. Must be able to use a telephone to communicate verbally
and a keyboard to communicate through written means, to review information and
enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Four years of increasingly responsible professional land surveying experience, including one
year in a supervisory capacity.

**Education:**
High school or GED equivalency is required. Graduation from an accredited college or
university with a Bachelor’s degree in civil engineering, land surveying or a closely related
field is highly desirable.

**Additional Requirements:**
A valid certificate of registration as a Professional Civil Engineer issued by the State of
California if issued prior to January 1, 1982 or a valid Land Surveyor license issued by the State
of California, and a valid California driver’s license. Under certain circumstances, the Personnel
Director may accept a valid driver’s license from another State if applicant acknowledges his/her
intent to acquire a California driver’s license within three months by signing an
acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-
inclusive. Incumbents may be expected to perform job-related duties other than those
contained in this document.