

CLASS SPECIFICATION



CLASS: Assistant/Associate Surveyor
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: July 1990
REVISED: April 2021

JOB SUMMARY:

Under general direction, assists the County Surveyor in performing field surveying, drafting and mapping services; coordinates activities between surveying and engineering divisions of the Public Works Department.

Assistant Surveyor – Initially under close supervision, incumbents provide support to the surveying functions while learning County ordinances, policies and procedures, along with gaining experience in the fundamental principles of land surveying. Incumbents are expected to become increasingly knowledgeable and carry out assignments with greater independence. This is the entry level position in the professional surveyor series.

This class is flexibly staffed with Associate Surveyor and incumbents may advance to the higher level after demonstrating proficiency which meet the requirements for the higher level class and gaining the required licensure. This class is distinguished from the Associate Surveyor in that the latter is a professional land surveyor, possessing appropriate licensure in the State of California and by level and work performed.

Associate Surveyor – Under general supervision, incumbents independently perform highly complex and technical review for County surveying functions. Responsibilities include providing professional land surveyor assistance to the public and other County departments, as well as, providing lead direction to technical support staff. This class is distinguished from the Assistant Surveyor in that the Associate maintains greater responsibility and authority for professional land surveying and document review, in addition to, the level of technical expertise required. This is the journey level position in the professional surveyor series.

CLASS CHARACTERISTICS:

Both the Assistant Surveyor and Associate Surveyor class report directly to a Public Works manager.

EXAMPLES OF DUTIES:

Essential:

Assistant Surveyor:

- Plan, coordinate, and conduct surveys including preliminary surveys, right of way surveys, mapping, and easements; record survey notes.
- Analyze data, check measurements and readings for accuracy and prepare reports summarizing work.
- Review tentative subdivision and parcel maps and make recommendations as to the condition of approval.
- Review records within the County Assessor's Office, the County Recorder's Office and the Surveyor's Office to verify chain of title and legal ownership.
- Check subdivision maps, parcel maps, records of survey, lot line adjustments and other improvement plans for accuracy and compliance with codes and regulations.
- Provide information to engineers, land surveyors, property owners, and the public on a variety of land use issues.
- Maintain Geographical Information System within the Public Works Department.
- Maintain accurate survey and engineering records, prepare comprehensive reports.
- Assist in performing field surveys.
- Assist the public in locating requested survey information; explain and interpret property descriptions, survey maps and data to County employees and the public.

Associate Surveyor (in addition to the above):

- Plan, assign, and provide lead direction to technical staff conducting field surveys, including geodetic and cadastral surveying, and in preparing official maps and plans of the lands of Yuba County.
- Assist with administrative aspects of the county Surveying functions; represents the County Surveyor and provides professional support at various meetings and conferences; act on the behalf of the County Surveyor on an as needed basis.

- Provide expertise and lead direction to staff in the following areas: survey notes, drafting maps, preparing property descriptions, indexing and filing maps and survey records.
- Assist in planning the long range survey program of County lands; develop, recommend, and implement policies and procedures for County Surveyor operations.
- Interpret state laws and local ordinances associated with surveying functions; make decisions related to land survey disputes and serve as expert witness in court cases involving property lines.
- Provide lead direction to staff, reviewing, checking, computing, and approving the boundaries and areas of subdivision maps.
- Provide staff direction with the implementation, maintenance, and management of Geographical Information System for the Public Works Department.
- Coordinate with the federal government on geodetic and other surveying activities affecting the County of Yuba.
- Provide input and assist in the administration of the annual budget for the Surveyor division.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; use sampling and testing equipment of the profession.
- Drive a motor vehicle in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices, procedures, techniques, and equipment used for land surveying.
- Laws, codes, and regulations pertaining to subdivision of land and land surveying.
- Principles and practices of a Geographical Information System.
- Modern methods and techniques in the design, construction, and maintenance of Public Works projects.
- Drafting methods and techniques as applied to land surveying.
- Office methods and procedures pertaining to land surveying, record systems, and computerized record keeping methods.
- Technical report writing and correspondence preparation.

Associate Surveyor (in addition to the above):

- Principles and practices of surveying, including boundary determination, legal descriptions, construction mapping, and hydrographic surveying.
- Principles and practices of technical and functional supervision and training.
- Civil engineering plans, maps, and specifications related to surveying.

Skill in:

- Using survey equipment and associated computer programs.
- Performing technical and professional surveying work independently.
- Computing complex engineering problems and data, rapidly and accurately.
- Reading, interpreting, and preparing construction/engineering drawings and diagrams.
- Performing independent research for collecting and summarizing data for County Surveyor.
- Preparing and presenting clear and concise oral and written reports, plans, and sketches.
- Interpreting a variety of plans, maps, and legal descriptions.
- Interpreting, applying, and explaining applicable codes and regulations to others.
- Establishing and maintaining effective working relationships with those contacted in the performance of required duties.

Associate Surveyor (in addition to the above):

- Assisting with the planning, coordinating, and directing the operations of the Surveyor division.
- Providing lead direction, training staff in work procedures.
- Analyzing, comprehending, and interpreting technical information and/or property descriptions for surveying or related operations.
- Reading and interpreting civil engineering drawings, maps, specifications, legal descriptions for surveying or related operations.

- Interpreting laws related to surveying, the subdivision of land, and the establishment of judicial/special assessment district boundaries.
- Resolving differences related to complex land survey dispute problems.
- Preparing complex technical reports and correspondence.
- Planning, coordinating, and managing the maintenance of a Geographical Information System.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Deal tactfully and effectively with the public, regulatory agencies and policy-making bodies, contractors, and other contacted in the course of the work.
- On a continuous basis, know and understand all aspects of the job.
- Organize, plan, and prioritize work, develop specific goals and plans to accomplish work in a timely manner as established by regulations and local policy.
- Pay attention to detail and be thorough in complete work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Exercise sound independent judgment within established procedural guidelines.
- Independently assess degree of environmental health risk and take appropriate action.
- Plan work and carry out projects independently.

Associate Surveyor:

- Train others in work procedures.
- Create a unified team environment.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to inspect work sites and attend meetings.
- Strength, mobility and stamina to inspect work sites where ground may be uneven or unpaved.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work is performed both in office and in the field at various work sites.
- Work with exposure to potentially uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- Attend meetings and functions outside of normal working hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

- Assistant Surveyor: Possess or the ability to obtain a Land Surveyor in Training certificate as referenced in California Business and Professions Code Section 8741(a) and 8747(a) within one year of employment.
- Associate Surveyor: Possess a Professional Land Surveyor License (PLS) as referenced in California Business and Professions Code Section 8741(d) and 8747(b).

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

ASSISTANT SURVEYOR:

MINIMUM: At least one year of related college level course work (30 semester units) with a concentration in land surveying or mathematics through trigonometry or basic science, and two years of progressively responsible experience in land surveying and/or land development; OR four years of progressively responsible experience in land surveying and/or land development; OR graduation from a four year accredited college or university with major coursework in land surveying, civil engineering, or a related field. .

PREFERRED: In addition to the minimum, additional upper division coursework, from an accredited college or university with a concentration in Land Surveying, Civil Engineering or a closely related field and four years of progressively responsible experience in property surveying and/or land development.

ASSOCIATE SURVEYOR:

MINIMUM: Two years of college (60 semester units) with major coursework in land surveying, civil engineering or a closely related field and four years of progressively responsible experience in land surveying; OR six years of progressively responsible experience in land surveying; OR graduation from a four year college or university with major coursework in land surveying or civil engineering or a closely related field and two years of progressively responsible land surveying experience.

PREFERRED: In addition to the minimum, equivalent to graduation from a four year college or university with major coursework in land surveying, civil engineering or a closely related field and three years progressively responsible land surveying experience in a public agency setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept. Approval: Department Head

Date:

Signature: _____

Human Resources Approval: Analyst

Date:

Signature: _____

EEOC: B
 WC: 9410

 Established: July 1990
 Revised: May 2005;
 January 2021