

CHIEF SURVEYOR

DEFINITION

Under direction, plans, supervises, and administers the operations of the Survey Section of Construction Management or performs professional land surveying duties in the review and approval of parcel maps, subdivision maps, and deeds within the Traffic and Engineering Services Division of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from a Division Manager. May exercise supervision over assigned professional and technical staff.

DISTINGUISHING CHARACTERISTICS

Chief Surveyor may be assigned to the Construction Management or Traffic and Engineering Services Division within the Public Works Department. Incumbents may serve as a project supervisor in charge of a major project, or may supervise specific surveying functions within construction management or land surveying. Incumbents apply advanced surveying skills in planning, coordinating, and supervising all City surveys. This class is distinguished from Survey Party Chief in that the latter is the advanced working class and is responsible for directing the day-to-day field activities of a survey party.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but not limited to, the following:

Performs the section's administrative duties; plans, coordinates, supervises and evaluates the activities of the section's personnel.

Prepares and reviews subdivision maps, parcel maps, deeds, legal descriptions, records of surveys and other survey related documents for technical accuracy.

Participates in the preparation of and monitors the annual budget for assigned section.

Checks preliminary and final survey plans for complex construction projects.

Depending upon assignment, selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training.

Researches records for data necessary to perform surveys.

Checks parcel maps, subdivision maps, water, sewer and street construction drawings for compliance with applicable codes, laws and regulations.

Makes recommendations and presents solutions to surveying and drainage problems, public right-of-way, encroachment, or traverse problems.

Processes applications for vacation of public right-of-way and encroachments.

Prepares detailed exhibit drawings, agreements, and reports for council agenda items as needed,

Provides advanced technical advice and investigates difficult survey issues and inquiries related to construction projects or land purchases; certifies final subdivision maps and related documents.

Performs related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Industry standard principles, practices, and equipment used in surveying and field engineering, including surveying laws and regulations.

Construction plans, specifications, parcel maps, subdivision maps and construction drawings.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Skill to:

Operate industry standard equipment and modern office equipment including computer equipment.

Safely operate a motor vehicle.

Ability to:

Plan, coordinate, supervise, and evaluate the performance of technical and semi-technical personnel.

Perform complex surveying computations, solve drainage and related surveying problems.

Effectively enforce, interpret and apply applicable laws, codes, ordinances, policies, procedures, rules and regulations, including the Land Surveyor's Act and Subdivision Map Act.

Exercise independent judgment within general policy guidelines.

Prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Analyze problems, identify alternative solutions, and implement recommendations in support of department/division goals.

Establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Possession of a valid California State Land Surveyor License, OR valid registration as a professional engineer by the State of California registered prior to 1982 at time of application.

Special Requirement

Possession and continued maintenance of a valid California Driver's License at time of appointment.

APPROVED: _____ DATE: _____
Director of Personnel Services

MR/LC/jl/04/18/91
+465/SPEC6
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