

COUNTY OF SOLANO

COUNTY SURVEYOR

DEFINITION

Plans, schedules, and supervises activities of the Survey and Land Development Section of the Department of Resource Management Engineering Division, including the review/approval of private surveys and subdivided land within the authority of the County Surveyor.

CLASS CHARACTERISTICS

This is a single-position, senior management class that has responsibility for the staff and operations of survey and land development review activity. This class carries out necessary activities with general direction except as new or unusual circumstances arise. Judgment is required both in interpreting established policies, goals, and objectives, and in applying concepts, plans, and strategies that may deviate from traditional methods and practices. This class is exempt from civil service, at will, and serves at the pleasure of the Board of Supervisors. This position is a member of the department's senior management team.

SUPERVISION RECEIVED AND EXERCISED

Upon the County Administrator's recommendation, the Board of Supervisors appoints the County Surveyor.

The incumbent receives day to day supervision and direction from the Engineering Manager.

Provides supervision to professional surveying, land development and support staff.

EXAMPLES OF DUTIES - Duties may include but are not limited to the following:

Reviews, approves, signs and seals all private surveys filed in Solano County and all subdivision and parcel maps filed within the unincorporated area of the county.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Supervises and monitors field and office survey projects for design/construction of roads/bridges.

Reviews and ensures compliance of all private surveys submitted to the County Surveyor for filing; approves, signs, and seals private records of surveys as the County Surveyor; reviews and ensures compliance of all private surveys submitted for filing by various cities within the County, under

agreements with the Board of Supervisors, and signs and seals private surveys as Acting City Surveyor for the cities.

Administers public compliance with the Department of Resource Management's land development requirements.

Reviews and responds in writing to land development applications, including use permits, subdivisions, lot line adjustments, and certificates of compliance.

Reviews survey mapping conducted by survey section, including topographic, construction, or other survey mapping; reviews County surveys for compliance with state laws.

Provides technical information and assistance concerning survey and land development activities; answers difficult survey questions from private surveyors, engineers, and the public; answers questions concerning State Subdivision Map Act and Land Surveyor's Act.

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.

Negotiates/prepares agreements and oversees aerial mapping projects.

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.

Prepares various agenda items for review/approval by Board of Supervisors; prepares, signs, and seals descriptions for Supervisorial redistricting; supervises preparation of Supervisorial redistricting maps.

Supervises maintenance of the County Surveyor map index system; supervises and approves preparation of right-of-way maps for property acquisition; supervises preparation of LAFCO maps and various road maps.

Assists in writing the County Subdivision Ordinance and updates; assists in writing County road improvement standards, subdivision requirements, and updates; assists in writing and administering implementation of transportation impact fee programs.

Researches and interprets old County survey/road records.

Calculates mathematical closures and areas of County properties.

Reviews and responds to environmental impact reports.

Prepares, receives, completes, processes, and maintains a variety of forms, reports, correspondence, logs, and records.

Attends meetings and serves on committees as needed; prepares and delivers presentations; represents the department at various meetings; visits project sites and land development sites.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

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 employee supervision and training.

Computers and software programs typically used in the position; computerized data collection, retrieval, and analysis.

Skills to:

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.

Ability to:

Comprehend, interpret, explain, and apply a variety of complex laws, regulations, procedures, and other information related to survey and land development activities.

Understand program objectives in relation to departmental goals and procedures.

Develop goals and objectives.

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, 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.

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.

Use computer assistance to gather and analyze data.

Research regulations, procedures and/or technical reference materials.

Communicate clearly and concisely, both orally and in writing.

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.

Experience and Education/Training

Experience:

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

Education/Training:

An Associate's degree is required with course work emphasis in engineering, surveying, or mathematics is required.

SPECIAL REQUIREMENTS

Possession and maintenance of 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.

Possession of a valid Class C California Driver's License is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and ~~but~~ which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-60 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree, or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people; some tasks require the ability to communicate verbally and in writing.

Environmental Factors: Requires the ability to work outdoors in all types of weather conditions and may require exposure to dirt, dust, wetness, heat, cold, noise, machinery, traffic hazards, bright/dim light, or uneven terrain.

Director of Human Resources

Established Date: October, 1986

Revised Date: June, 2002

BOS Date: June 30, 2003

CSC Revision Date: March 10, 2004

BOS Revision Date: December 1, 2004

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