

SURVEYOR

DEFINITION

To supervise the work of a survey party performing a wide variety of construction and prior-to-design surveys; and to perform the more difficult instrument work and more complex computations and to provide office engineering and survey support.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Survey Engineer. Supervision exercised is over technical engineering personnel involved in field and office survey work.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Supervises and coordinates the activities of subordinates in establishing points, lines and distance for topographic, property and construction field engineering surveys.
2. Establishes and re-establishes property and right-of-way lines and location of improvements.
3. Reads and interprets maps and plans for location and construction surveys.
4. Makes field calculations, prepares freehand drawing, drafts, maps and maintain notes and other records of information obtained in the field.
5. Identifies survey related inconsistencies in construction projects and refers to responsible parties.
6. Contacts owners of private property regarding survey being conducted across their property.
7. Assists design engineers in determining detail of grades and geometric on street, sewer and other construction projects.
8. Performs field checks on parcel and subdivision maps prepared by developers.
9. Reviews work of subordinates to assure accuracy.
10. Provides on-the-job training for others in the survey party, and ensures compliance with safety procedures, correct use of survey equipment, proper survey methods and methods of calculating, adjusting and checking survey data.
11. Maintains and effectively utilizes surveying equipment and instruments including precise levels, transits, theodolites, electronic distance measuring devices, rods and chains.

12. Performs office survey calculations and checking and field note reductions including maintenance of field books, completion and review of survey forms, adjusting horizontal and vertical control data, and checking all transcriptions and calculations made by other members of the survey party.
13. Performs technical review of maps and technical assessment of diagrams.
14. Updates and supervises updating of City base maps to assure control over location of City facilities.
15. Prepares precise plan lines.
16. Reviews parcel maps and subdivision maps for survey control data.
17. Prepares and revises survey monumentation plats.
18. Reviews grading permit plans.
19. Reviews and calculates cost for amended assessment drawings.
20. Maintains City survey record file.
21. Prepares contract specifications for City survey contracts.
22. Prepares work for City survey crew.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Working knowledge of land surveying principles and practices as applied to preliminary location, property, construction, precise traverse, and precise leveling and topographic surveys.
- B. Working knowledge of plane geometry and its application to land surveying.
- C. Working knowledge of the proper use and methods of adjustment of common surveying instruments and equipment.
- D. Skill in operating surveying instruments and in making accurate field observations.
- E. Ability to effectively supervise the work of members of a land survey party.
- F. Ability to learn and effectively apply City policies, procedures and practices related to land survey work and to interpret legal descriptions.

- G. Ability to prepare clears, and completes records.
- H. Ability to read and interpret maps and complex property descriptions.
- I. Ability to make a check calculations and resolve discrepancies in surveying data.
- J. Ability to understand and carry out oral and written instructions.
- K. Ability to establish and maintain cooperative and effective relationships with those contacted in the course of work.
- L. Ability to train and supervise subordinate personnel.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible survey experience related to public works design and construction at least one year of which included responsible survey instrument work.

Education:

Equivalent to an Associate of Arts Degree in Surveying, Civil Engineering or a closely related field from an accredited college or university and completed course work in algebra, geometry, trigonometry and drafting. Possession of a California L.S.I.T. or Land Surveyor's License.

License:

Possession of a valid Class III California Driver's License.

PROBATIONARY PERIOD: One Year

612CS88

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AAP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt