JOB DESCRIPTION

TITLE: Chief Surveyor

DEPARTMENT: Engineering

SECTION: Survey

SRN S23

REPORTING RELATIONSHIP:

REPORTS TO: Engineer Manager

SUPERVISES THE FOLLOWING POSITIONS: Survey Assistant, Survey Technician I, Survey Technician II, Survey Party Chief

DEFINITION: Under general direction to coordinate, supervise, and direct the work of the Survey division and its subordinate employees; to train subordinates in a variety of technical, office, Electronic Survey techniques and field application of survey works, and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Reviews job requests with customers and District staff; determines, coordinates and assembles job data needed.

2. Reviews, plans, coordinates and directs the schedules of works for survey staff to maintain work request deadlines for various surveys.

3. Compiles, translates electronic survey and manual field data; operates computer programs and coordinates all survey data with customers and District staff.

4. Reviews and determines procedures and techniques for conducting property and right-of-way surveys, and the establishment of an effective uniform base mapping system.

5. Provides assistance to District staff as required.

6. Provides for the training of Survey staff, evaluates performance, recommends promotions and disciplinary actions.

7. Reviews all data of survey activities for accuracy and completion.

8. Personally performs a variety of complex, technical surveying and drafting work, prepares reports and correspondence related to surveying.

9. Prepares (sign and stamp) and reviews complex legal descriptions and plat depictions.

10. Prepares exhibits depicting survey results (e.g., limits of easements, pipeline alignments, topography, encroachments, etc.)
11. Prepares Records of Survey and Certificates of Compliance documents.

12. Prepares annual operating and capital budgets.

13. Follows District policies, procedures and departmental guidelines.

14. Follows and applies District safety procedures.

15. Works cooperatively with others.

16. Performs related work as required.

**MINIMAL QUALIFICATION:**

**License or Certifications:** Possession of valid California Operators License issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment of classification.

Must possess a California Land Surveyor license.

**Experience:** Ten years experience in land surveying, at least three of which were Party Chief or equivalent position. Previous experience supervising personnel required.

**Knowledge of:**
- Principles and practices applied to manual, electronic surveying and Global Positioning Surveying.
- Public Land Survey System and State Plane Coordinate System
- Safe practices in working in traffic and construction sites.
- Design and construction staking surveys.
- Subdivision Map Act, Land Surveyors Act and other laws, rules and regulations as they relate to surveying and the preparation of subdivision, parcel and record of survey maps.
- Principles and practices of record searches, Assessor Parcel information, record maps, vesting, deeds and related documents.
- Engineering land survey theory and practices of design, planning, construction, right-of-way and land acquisition.
- Supervision, management and training principles and techniques.
- Telephone, office and online etiquette.
- Current Technology and trends in the profession.

**Abilities:**
- Use algebra and trigonometry equations to solve problems.
- Write complete reports and other documentation.
- Technical report writing.
Abilities continued:
- Communicate effectively both verbally and in writing with the public and other employees.
- Lead a crew of employees to complete assigned tasks.
- Keep supervisor informed as to the status of assigned tasks.
- Operate a computer workstation using office and surveying software such as Word, Excel, Outlook, AutoCAD (2014), Civil 3D (2014), and other related programs.
- Import and Export data files into AutoCAD and GIS for analysis.
- Proficiently operate a handheld field computer.

**EDUCATION:** Any combination of training and experience that would meet the minimum requirements is qualifying. An example of this would be ten years of land surveying experience, and possession of a Bachelor’s Degree in Civil Engineering or related field.

**PHYSICAL REQUIREMENTS:**

1. Moderate to heavy four-wheel drive operation in construction sites and uneven terrain.

2. Lift, push, and carry up to 50 lbs.

3. Carry and operate various survey equipment in rough terrain and extreme weather.

4. Stand for long periods of time.

See Human Resources for physical assessment form.
JOB DESCRIPTION

I acknowledge that this job description is an accurate representation of this position as of this date.

Department Head Approval _________________________ Date: ____________

General Manager approval _________________________ Date: ____________