COUNTY SURVEYOR

DEFINITION

Under general direction, to plan, organize, direct, and manage the County Surveyor of Amador County; to be responsible for the certification of survey and subdivision maps, insuring that they are in compliance with applicable State laws and local ordinances; to review and recommend revisions to land review and survey ordinances; to be responsible for providing survey records to other government agencies; and to do related work as required. Responsible for the supervision, training, and evaluation of staff.

DISTINGUISHING CHARACTERISTICS

This a single position classification for the upper level management position which has responsibility for County Surveyor functions and oversees the day-to-day operations of the County Surveyor.

REPORTS TO

Board of Supervisors

CLASSIFICATIONS DIRECTLY SUPERVISED

Deputy Surveyor/Registrar of Voters, Senior Engineering Technician, Engineering Technician, and Office Support Staff.
COUNTY SURVEYOR - 2

EXAMPLES OF DUTIES

Plans, organizes, coordinates and directs the functions of the County Surveyor's; reviews and exercises responsibility for the certification of survey and subdivision maps maintained as part of official County records; insures that maps are in compliance with applicable State laws and County ordinances; disseminates official maps to the public and other government agencies; reviews and recommends revisions to ordinances with respect to land division and survey matters; oversees the preparation of legal land descriptions; oversees the maintenance of a uniform house numbering system; develops and implements policies and County Surveyor functions with the public, governing boards and commissions, and other government agencies. Supervision on all staff in County Surveyor’s Officer.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.
COUNTY SURVEYOR - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Laws, rules, regulations, and legislation affecting County Surveyor operations and functions.
- Principles and practices of land survey work.
- Legal property description methods and practices.
- Principles and practices of civil engineering as applied to land surveying, mapping, drafting, and record certification.
- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and software applications related to engineering support and land surveying work.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Plan, organize, direct, and maintain responsibility for the County Surveyor functions and operations.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of rules, procedures, and regulations related to land division, property description, and mapping.
- Provide official certification and documentation for County parcel and subdivision maps and property descriptions.
- Read and interpret maps, drawings, and documents related to land and construction surveying.
- Gather, compile, and analyze engineering data.
- Prepare accurate technical engineering and surveying reports.
- Use a computer and appropriate software for engineering and land surveying work.
- Effectively represent the County Surveyor function in contacts with the public, community organizations, other County staff, governing boards and commissions, and other government agencies.
- Establish and maintain cooperative working relationships.
Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least five (5) years of responsible experience performing a variety of professional engineering and land surveying work, preferably including at least two (2) years in a lead or supervisory position.

Advanced educational training in civil engineering and land surveying.

Special Requirements: Possession of an appropriate California Driver's License issued by the Department of Motor Vehicles.

Possession of registration as a Licensed Land Surveyor or a Civil Engineer with an endorsement to practice land surveying issued by the State of California.