



## JOB DESCRIPTION

### City Surveyor

**Date Prepared:** August, 2014

**SUMMARY:** Under limited supervision, oversees all components of survey work for the City's public works and capital improvement projects.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Oversee the observations, measurements and descriptions involved in land surveying projects.
- Oversee technical survey staff; oversee GIS mapping activities; review and approve subdivision maps submitted by developers for technical compliance; prepare subdivision maps initiated by the City.
- Oversee and conduct field surveys for City public works projects.
- Prepare maps, design plans, and technical reports regarding the design of public works projects.
- Prepare and/or oversee the preparation of maps and documents initiated by the City that require the signature of a professional licensed land surveyor.
- Coordinate and process the civil engineering portion of private development projects from initial meetings with developers to permit issuance; communicate with private developers and their staff; prepare the engineering conditions of approval for presentation to the Planning Commission; perform plan checking and coordination of other Engineering Department staff via the plan review process.
- Meet and communicate with private developers to explain City codes and standards that are required for development projects; facilitate the processing of projects from initial submittal to the City's Development Department to issuance to the Engineering Department and Building Department building permits.
- Provide engineering information and advice to other City departments; coordinate engineering staff interaction with the Planning and Building departments.
- Supervise subordinate staff; set work priorities; create work schedules; provide training; conduct performance evaluations; reward and/or disciplines employees.
- Provide staff with tactical and strategic direction; provide coordination of activities between divisions and departments.
- Obtain updates of projects; provide decisions regarding physical or funding challenges.
- Maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

Bachelor's Degree in Land Surveying or a closely related field from an accredited college or university; AND five years professional municipal land surveying experience, INCLUDING two years of supervisory experience; OR an equivalent combination of education, training, and experience. An Associate's Degree in Land Surveying or a closely related field and two years of directly related experience may be substituted for a Bachelor's Degree in Land Surveying.

**Knowledge of:**

- City policies, procedures, and codes.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of land surveying.
- Principles and practices of civil engineering.
- Development process from preliminary review through acceptance of improvements.
- Principles and practices of a municipal infrastructure.
- Professional Land Surveyors Act.
- Real estate laws.
- Subdivision Map Act and applications.
- Pertinent state and federal laws.
- Principles and practices of project management.
- Principles and practices of strategic planning.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Reviewing development projects and setting appropriate requirements and conditions.
- Managing map and plan reviews.
- Utilizing automated design software.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, consultants, developers, property owners, vendors, external public and private agencies and the general public; and applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Registration as a Professional Land Surveyor issued by the California Board of Professional Engineers and Land Surveyors.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer

\_\_\_\_\_  
Date