

City of San José
CLASS SPECIFICATION

Title: Land Surveyor (3875)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works	Division Manager	Exempt

CLASS SUMMARY

Under general direction, performs work of considerable difficulty in planning, supervising, participating in and reviewing the activities of the City's survey section which is engaged in a variety of land surveying. Acts on behalf of the Director of Public Works on Land Surveying matters. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest level class in a four class surveying series. Incumbents in this class report to a Division Manager and supervise the work of lower level professional and sub-professional surveying and engineering classes. Incumbents in this class function as City Surveyors and provide expertise in a wide range of land surveying work dealing with topographic mapping, boundary surveying, legal descriptions, staking city construction projects and making judgments of a professional nature as defined by the Professional Land Surveyors Act. The Land Surveyor class is distinguished from the Chief of Surveys class in that Land Surveyor is responsible for management of a land surveying section and differs from the higher level Division Manager who is responsible for an entire Division.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Educational Development [GED] Test or California Proficiency Certificate) and nine (9) years of land surveying experience that includes five (5) years of progressively responsible professional experience in the Engineering/Surveying field. Three (3) of the nine (9) years of required experience must include supervising survey staff.

Acceptable Substitution

Up to four (4) years (equivalent to 120 semester units or 180 quarter units) of undergraduate course work in college engineering, surveying, geography, and/or mathematics, or related fields, from an accredited college or university, may be substituted for subprofessional Engineering/Surveying experience on a year-for-year basis. There is no substitution for the five (5) years of progressively responsible professional experience in the Engineering/Surveying field.

Required Licensing (such as driver's license, certifications, etc.)

- Registration by the State of California allowing the practice of Land Survey in accordance with the Land Surveyor's Act.
- Possession of a valid California driver's license.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

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- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills – Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Project Management – Ensures support for projects and implements agency goals and strategic objectives.
- Leadership – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- Planning – Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Initiative – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Plans, prioritizes, assigns, supervises, and evaluates the work of professional, technical, and other surveying and engineering staff involved in the performance of land surveying functions.	Daily
2.	Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.	Intermittent
3.	Manages all aspects of land surveying activities to ensure compliance with the Professional Land Surveyors' Act, Subdivision Map Act, City regulations and department procedures.	Daily
4.	Performs duties of City Surveyor to review, comment, and approve official documents (Subdivision Maps, Certificates of Correction, Certificates of Compliance, etc.) on behalf of the City.	Daily

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5.	Performs research on topographic surveying, boundary surveying and construction projects.	Daily
6.	Supervises lower level professional and subprofessional Surveying and Engineering staff in support of public works projects and activities.	Daily
7.	Serves as a technical resource in land surveying matters and in the interpretation of City ordinances, policies, regulations, and procedures as required.	Weekly
8.	Prepares, reviews and signs/stamps official survey documents (Plats and Legal Descriptions of Real Property, Records of Survey, Corner Records, etc.) on behalf of the City.	Weekly
9.	Reviews, evaluates, and approves land surveying work performed by consultants for the City on capital improvements, assessments and public works projects constructed by private developers.	Weekly
10.	Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors budget and controls expenditures for projects.	Intermittent
11.	Revises operations and maintenance manuals.	Intermittent
12.	Performs other related work as required.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Maintain professional demeanor during interactions with staff, customers, and the public;
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Operate various Survey instruments and equipment;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending ladders;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;
- Lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment.

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CLASSIFICATION HISTORY *Created 9/80, Rev. 1/84, Rev. 6/87; Rev. 02/21; s002*