

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>SURVEYOR I SURVEYOR II</b>	<b>CLASS CODE: 2002 CLASS CODE: 2003</b>
<b>DEPARTMENT:</b>	<b>TRANSPORTATION</b>	
<b>REPORTS TO:</b>	<b>COUNTY SURVEYOR</b>	<b>FLSA STATUS: NE DATE: 10/05</b>

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**JOB SUMMARY:**

Under general supervision, this is a flexibly staffed classification with each job within the class performing work of increasing complexity and responsibility. Incumbents in this class perform a wide variety of technical field and office surveying work in connection with land development projects. Surveyor I performs at the entry level under close supervision. Incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualifications of the higher-level class. Surveyor II performs at the journey level with greater independence and authority.

**DISTINGUISHING CHARACTERISTICS:**

The Surveyor I/II classifications are distinguished from the Deputy County Surveyor classification in that the Deputy County Surveyor is a supervisory level classification responsible for supervising and coordinating day-to-day surveying activities. The Surveyor I/II classifications are distinguished from the Engineer I/II classifications, in that the latter perform a variety of technical assignments, including field and office survey work.

**SUPERVISION EXERCISED:**

The classifications do not exercise supervision. This class may provide training and guidance to other staff.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Assists in the reviews and approves maps and descriptions related to annexations, special districts, district boundaries, and other matters processed by L.A.F.C.O.

Assists in the reviews and checks survey, subdivision, and parcel maps for compliance with applicable County and State laws or regulations.

Assists in maintaining official files and records of surveyed lands for the County.

Serves as information source to the general public, developers and the professional community regarding survey records maintained by the County.

Assists in the reviews an/or prepares legal descriptions pertaining to special boundaries.

Assists in the reviews and approves Record of Survey Maps per state statutes for recording with the County Recorders Office; runs copies or recorded maps.

Assist in the reviews and approves parcel maps and legal descriptions for minor subdivisions per State and county codes; coordinates with County Planning department on sign-off of conditions of approval for minor subdivisions; processes maps for recording through the Clerk of the Board of Supervisors office and to the Board for final approval and acceptance of dedications as required.

Assists in the reviews and approves final maps for major subdivisions per all applicable codes; coordinates with Planning department of sign-off of conditions of approval; processes documents for recording and for supervisor to process to Board of Supervisors for final approval.

Assists in providing guidance to survey crews working in the field concerning survey methods and techniques.

Performs the more complex surveys as necessary.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer	Surveying Equipment	Vehicle
Drafting Equipment			

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

**Surveyor I:**

Associate's degree in surveying, or a related field, or equivalent from an accredited two-year college or technical school; and,

Six months to one year of related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Surveyor II:**

Associate's degree in surveying, or a related field, or equivalent from an accredited two-year college or technical school; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

**Surveyor I:** No licenses are required at entry, but incumbent must be able to obtain the Land Surveyor-In-Training (LSIT) within the first year of employment.

**Surveyor II:** Land Surveyor-In-Training (LSIT)

All levels: Valid State CA Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of trigonometry and coordinate geometry.

Field and office land surveying practices and techniques.

Applicable state, federal, and local ordinances, laws, rules, and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

U.S. Government survey methods and procedures.

Record keeping, report preparation, filing methods and records management techniques.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignment with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

**MENTAL AND PHYSICAL ABILITIES:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to prepare formal reports of a technical nature.

Ability to understand and work from oral and written instructions and sketches.

Ability to read and interpret survey maps and legal descriptions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, or bend; and speak and hear.

While performing the essential functions of this job, the employee is occasionally required to stand, and lift and/or move up to 10 pounds.

**Working Conditions:**

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust.

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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