

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

---

**CLASS TITLE: COUNTY SURVEYOR**  
**CLASS CODE: 2004**  
**APPOINTED BY: BOARD OF SUPERVISORS**  
**REPORTS TO: DIRECTOR OF TRANSPORTATION**

**Bargaining Unit: Management**  
**FLSA Status: EXEMPT**

**Last Date Revised: 01/02**

---

**DEFINITION:**

Under general administrative direction, performs and administers the statutory functions of the County Surveyor, and directs the activities and operations of the County Surveyor's Office. Prepares and reviews legal descriptions of annexations, incorporations, special districts and major and minor subdivisions; reviews and confirms by law all maps and records of survey prior to recordation.

**DISTINGUISHING CHARACTERISTICS:**

This is a single-position class appointed by the Mendocino County Board of Supervisors, requiring active registration as a Professional Land Surveyor by the State of California. This Position is required by State law, regulations and County ordinance for the enforcement and implementation of laws and ordinances pertaining to field surveying, official survey records, mapping, boundary proposals and assessment districts.

The County Surveyor classification is distinguished from deputy surveyor and engineering classifications by the registration as a Professional Land Surveyor requirement, the appointment by the Board of Supervisors, the managerial function of directing and managing the County Surveyor's Office, and the obligation to fulfill legal requirements and performance assurances in the area of document, record and map reviews, filing and recordation.

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

Executes the County Surveyor's Statement for Records of Survey, Parcel Maps, Final Maps and Legal Descriptions for recordation purposes.

Assures the proper processing, checking and maintenance of surveying and subdivision maps and records. Provides professional land surveying expertise for the County in the review and disposition of all matters related to property boundary, right of way and street locations and ownership.

Reviews and pursuant to law and regulation approves the official record of documents, such as:

- The Record of Survey Maps per State Statutes for recording with the County Recorders Office.
- Parcel Maps and Legal Descriptions for minor subdivisions per State Statutes and County Ordinances.
- Final Maps for major subdivisions per State Statutes and County Ordinances.
- The Record of Survey maps, Parcel maps, Final Subdivision maps and Corner Records for compliance with the State Land Surveyors Act, State Subdivision Map Act and applicable County Ordinances.
- Maps and descriptions related to annexations, special districts, district boundaries and other matters processed by Local Agency Formation Commission (LAFCO).

Oversees and directs the functions and activities of the Mendocino County Surveyor's Office in the Mendocino County Department of Transportation

Plans, organizes, administers and supervises subordinate staff.

Provides technical expertise, guidance, support and control of surveying operations, including managerial direction of other employees performing surveying functions.

Assures the proper maintenance of official files, indexes, and records of surveyed land for the County.

Reviews and/or prepares legal descriptions pertaining to special boundaries; prepares legal descriptions as needed or required by other County Departments.

Runs file copies of recorded maps, for indexing and files kept in County Surveyors Office for public research and use.

Monitors and interprets changes in laws and regulations related to surveying activities and functions; evaluates their impact upon County activities.

Coordinates with County Planning and Building Services 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.

Coordinates with County Planning and Building Services on sign-off of conditions of approval; processes documents for recording along with the Subdivision Map and for Deputy Director to process map to Board of Supervisors for final approval and acceptance of dedications as required.

Assists in the planning, implementation and maintenance of the County Geographic Information System (GIS) for the Land Improvement Division of the Department of Transportation

Reviews Lot Line Adjustment legal descriptions for Planning and Building Services.

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

Examines property deeds, such as right of way deeds to ensure accuracy and correctness.

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

Performs the more complex surveys as necessary.

Represents the County at various professional meetings and conferences.

Responds to inquiries and provides technical assistance to the public, other County personnel, or organizations regarding survey issues, legal descriptions, preparation of maps, or related data.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer - Surveying Software - Land Surveying and Engineering Equipment - Use of drafting and other engineering aids.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Graduation from a four year college or university with major course work in land surveying or civil engineering; and

Five or more years of progressively responsible Professional Land Surveying 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:**

Registration as a Professional Land Surveyor by the State of California.

Possession of a valid State of California drivers license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Field and office land surveying practices and techniques.

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

U.S. Government survey methods and procedures.

Principles and practices of trigonometry and coordinate geometry.

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

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

**Ability and Skill in:**

Maintaining mapping and survey quality standards.

Performing office survey analysis.

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

Communicating clearly, effectively, and efficiently - both orally and in writing – without supervision - with a broad range of the public, other professionals, staff and officials, in field and office environments.

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

Identify and resolving discrepancies in survey data.

Utilize computers to solve survey problems and keeping records.

Establish and maintain effective working relationships with a variety of individuals.

Prepare formal reports of a technical nature.

Read and interpret survey maps and legal descriptions.

Use tact, discretion, initiative and independent judgement within established guidelines.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Supervise plan and organize the work of a subordinate staff.

**Working Conditions:**

The employee is regularly required to sit.

The employee is regularly required to use hands to finger, handle, or feel, reach with hands or arms.

The employee is regularly required to stand, walk, climb, balance, stoop, kneel, or bend, including occasional need to climb in outdoor terrain and balance equipment in a variety of climatic conditions.

The employee is regularly required to use his/her eyes for detailed inspection of documents, charts and survey, including occasional inspection and interpretation of documents with minuet printing.

The employee is regularly required to speak and hear, including occasional direction to fellow workers, engineers, surveying crew or individuals at a surveying site.

While performing the essential functions of this job the employee is occasionally required to lift up to 25 pounds.

Work is regularly performed in an office environment with occasional exposure to outdoor temperatures, climatic conditions, plant materials, animals, mud, dirt and dust.