

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: DEPUTY COUNTY SURVEYOR
DEPARTMENT: TRANSPORTATION
REPORTS TO: COUNTY SURVEYOR

CLASS CODE: 2005
FLSA STATUS: E
DATE: 10/05

JOB SUMMARY:

Under general supervision, performs and /or administers the day-to-day statutory functions of the county Surveyor's office; assists the County Surveyor in planning, coordinating, and direction the activities and operations of the office; supervises the review and approval of various maps, records of survey, legal descriptions and other documentation. The incumbent in this class functions within a broad framework of policies and procedures.

DISTINGUISHING CHARACTERISTICS:

The Deputy County Surveyor is distinguished from the County Surveyor in that the latter is the division head, an appointed position, with statutory and final responsibility of all land surveying activities throughout the County. This class is further distinguished from the County Surveyor I/II classifications in that the former performs the advanced, complex professional-level surveys and provides supervision to the County Surveyor I/II classifications.

SUPERVISION EXERCISED:

The Deputy County Surveyor may exercise supervision over the Surveyor I/II classifications. This class provides training and guidance to other staff.

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

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

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

Reviews and checks survey, subdivision, and parcel maps for compliance with applicable County and State laws or regulations.

Maintains 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.

Reviews and/or prepares legal descriptions pertaining to special boundaries.

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

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.

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.

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

Performs the more complex surveys as necessary.

Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer	Surveying Equipment	Vehicle
Drafting Equipment			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

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

Five or more years of progressively responsible 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:

State Licensed Land Surveyor

Valid State CA Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of trigonometry and coordinate geometry.

Principles, practices, and instruments used in surveying.

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.

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

Skill in:

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

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

Setting-up and using surveying instruments and related equipment.

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 perform difficult mathematical calculations.

Ability to prepare formal reports of a technical nature.

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.

Ability to plan, organize, and supervise the work of subordinate staff.

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 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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