



COUNTY OF LAKE
invites applications for the position of:

County Surveyor

SALARY: \$7,228.00 - \$8,786.00 Monthly
\$86,736.00 - \$105,432.00 Annually

DEPARTMENT: Public Works

DIVISION: Engineering & Inspection Division - 1908

OPENING DATE: 10/05/21

CLOSING DATE: 11/18/21 05:00 PM

GENERAL RECRUITMENT INFORMATION:

Recruitments for County positions are typically conducted to establish eligibility lists to fill countywide vacancies that occur during the active status of those lists (approximately 3 -12 months). **Any person on a promotional eligibility list will be considered first by the hiring department(s) before persons on an open eligibility list.**

The County of Lake only accepts applications for permanent positions when actively recruiting. Only online applications are accepted. It is the responsibility of each applicant to review the full job description and requirements.

The County is an Equal Opportunity-Affirmative Action Employer. Veteran's Preference.

To apply for County examinations - All applications for County examinations must be submitted through the County's online application system. A completed Supplemental Questionnaire must be submitted with each online application. All permanent County recruitments will be posted at www.co.lake.ca.us with a link to the online application. The County of Lake reserves the right to limit the number of applications that will be accepted for any open recruitment, and any such limit will be included on the job posting. When a limit is posted, the recruitment is subject to close at any time prior to the final filing date. **Completed online application packets must be submitted by the close of business on the date that the recruitment closes.** All relevant experience must be included on the application to be considered – resumes and other attached documents will not be used to qualify an applicant. Relevant experience and/or education may be substituted at a ratio of 2 to 1 for the purpose of meeting minimum qualifications and applicants should contact the Human Resources department for details.

Important Notice - The provisions listed on job postings, job descriptions, or other recruitment materials do not constitute an expressed or implied contract. Benefits may vary between bargaining units. Any provisions contained within job postings, job descriptions or other recruitment material may be modified or revoked without notice. All County of Lake applicants who are given a conditional employment offer must comply with the County's pre-employment medical review program before they may be appointed to the County position.

APPLICATION AND TESTING INFORMATION:

This position may qualify for a Sign-On incentive. The appropriate Department Head with

the County of Lake can request a Sign-On Incentive payment of 10% of the annual rate of pay to a newly appointed employee not to exceed \$10,000.00, if the position meets qualifications. The \$10,000.00 hiring incentive will be made in two (2) \$5,000.00 payments. The first \$5,000.00 payment will be made to an employee within the next available pay period following the initial, first time hire of the employee with the County of Lake. The second \$5,000.00 payment will be made upon successful completion of employment probation.

Employee must remain employed with the County for two (2) years or repay the hiring incentive; the employee shall authorize such repayment as a payroll deduction from the final paycheck, and/or repay any shortage not covered in the final paycheck with a personal check payable to the County of Lake within 15 days of termination.

MINIMUM QUALIFICATIONS:

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a valid California Certificate of Registration as a Land Surveyor.

Education and Experience:

Five (5) years of full-time increasingly responsible experience in professional land surveying, preferably including some experience in public right-of-way work.

Lead or supervisory experience is preferred.

FULL JOB DESCRIPTION:

COUNTY SURVEYOR

DEFINITION

Under general direction, plans, conducts, and coordinates the surveyor functions of the Department of Public Works; coordinates and performs the processing, checking, and maintenance of records of survey, parcel, and subdivision maps, and records submitted by private surveyors; maintains subdivision and parcel maps in accordance with applicable laws; provides consultation to County management and the public on issues related to the functions and responsibilities of the County Surveyor; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized, single-position management class which has day-to-day responsibility for the planning, coordinating, and conducting the County Surveyor functions under the direction of the Public Works Director.

This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority, which means the employment relationship is at-will, and that the County of Lake or the employee may terminate the relationship at any time, with or without cause.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Public Works or the Public Works Director. Exercises direct or general supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Coordinates and administers the functions of the County Surveyor.
- Reviews survey maps submitted by private surveyors for compliance with the Land Surveyors Act and the Subdivision Map Act and signs maps prior to recording.
- Submits comments and requirements, inspecting and signing off on Tentative Maps, Lot Line Adjustments, Certificates of Compliance, and Use Permits.
- Reviews submitted legal descriptions for lot line adjustments.
- Develops goals, objectives, policies, and priorities related to the functions of the County Surveyor.
- Prepares County Surveyor related ordinances, resolutions, and correspondence.
- Prepares and/or examines property deeds and descriptions for County property acquisitions, rights-of-way, pipelines, and utility easements.
- Prepares resolutions for subdivision maps, road maps, etc. and submits to Board of Supervisors.
- Directs the implementation of the County Master Grid System, providing technical assistance to resolve discrepancies.
- Indexes and maintains subdivision and survey maps in accordance with applicable laws.
- Performs complex field surveys for County-owned property boundary determinations, right-of-way location, and the preservation of survey monuments.
- Maintains master road name lists.
- Provides supervision, training, coordination, scheduling, and work evaluations for assigned staff.
- Serves as representative for the Department of Public Works at a variety of hearings and appears in court as an expert witness.
- Coordinates County Surveyor functions with other County departments by responding to inquiries and providing technical expertise on County Surveyor related issues for management, elected officials, and the public.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, techniques, and equipment of land and construction surveying.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Subdivision Map Act standards.
- Engineering, surveying, and property nomenclature and symbols.
- Principles and practices of property title.
- Federal, state, and local laws, regulations and policies related to eminent domain, easements, right-of-entry, real estate title, and other right-of-way activities.
- Computerized surveying database and information systems and software.
- Federal, state, and local laws, rules, and policies related to boundaries, section corners, monument establishment, subdivision maps, legal descriptions, and other surveying related activities.
- Contract administration.
- Surveying mathematics, including geometry and trigonometry.
- Data collection and analysis.
- Use of computers and computer applications related to surveying and engineering work.
- Computer Aided Design (CAD) systems.
- Use of drafting and surveying instruments and other engineering aids.
- Standard office practices and procedures.
- Proper English spelling, grammar, and punctuation.
- Customer service principles and techniques.
- Written and oral communications skills.
- Proper English spelling, grammar, and punctuation.
- Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.
- Principles and techniques for working with groups and fostering effective team interaction.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Coordinate and perform the functions of the County Surveyor in the Department of Public Works.
- Review maps, plans, and documents for conformance to appropriate regulations.
- Perform a variety of complex and technical right-of-way and professional surveying work.
- Analyze legal property descriptions, verifying conformance with legal standards.
- Effectively communicate with the public and interested parties on surveying and right-of-way issues.
- Perform a variety of complex surveying office and fieldwork.
- Serve as chief of a survey crew.
- Reduce, interpret, and apply field notes in the performance of technical surveying, engineering, and drafting work.
- Develop accurate records, sketches, and notes.
- Prepare a variety of records and reports.
- Make accurate mathematical calculations.
- Effectively represent the Department of Public Works in contacts with the public, contractors, developers, and other governmental agencies.
- Regularly work well under pressure, meeting critical deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a valid California Certificate of Registration as a Land Surveyor.

Education and Experience:

Five (5) years of full-time increasingly responsible experience in professional land surveying, preferably including some experience in public right-of-way work.

Lead or supervisory experience is preferred.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer and will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Incumbents generally work partially in an office environment with moderate noise levels and controlled temperature conditions and partially in the field. As such, incumbents may have occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and direct exposure to hazardous physical conditions. Incumbents may also be subject to clients or members of the public afflicted with behavioral disorders or who are under emotionally stressful conditions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Heavy Work: Exerting 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects.

Positions in this class may require local and statewide travel as necessary.

A successful candidate will be required to submit to and pass a background check prior to the appointment. Depending upon the position and/or assigned department, the background check may include but is not limited to civil and criminal history check, reference check, Live Scan, and/or credit check (as allowed under state law).

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.co.lake.ca.us/Government/Directory/Human_Resources.htm

Position #21-250
COUNTY SURVEYOR
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255 N. Forbes Street
Lakeport, CA 95453
707-263-2213

County Surveyor Supplemental Questionnaire

- * 1. I understand that all of my relevant education and experience must be included on the application form, and that an unofficial transcript MUST be included in order to use my education as credit toward the minimum qualifications of the job description. Furthermore, I understand that only information contained and submitted on the application will be used when screening my qualifications against the minimum requirements of the position, and failure to include relevant information may eliminate me from consideration for this position.
 Yes
- * 2. I have a DD-214 and I have been honorably discharged from military service. I understand it's my responsibility to attach my DD-214 to my application.
 Yes
 Not Applicable
- * 3. Do you have experience in using a computer and computer applications, including CAD systems, in the performance of paraprofessional surveying work?
 Yes No
- * 4. Do you possess a valid California Certificate of Registration as a Land Surveyor?

Yes No

- * 5. Do you have five (5) years of full-time increasingly responsible experience in professional land surveying, preferably including some experience in public right-of-way work?

Yes No

- * 6. Do you have experience in a lead or supervisory position?

Yes No

- * 7. Do you have, or can you obtain, a valid California Driver's License by date of hire?

Yes No

- * 8. Can you submit to, and pass a background check prior to appointment? Depending upon the position and/or assigned department the background check may include, but is not limited to: civil and criminal history check, reference check, Livescan, and/or credit check (as allowed under state law)

Yes No

- * 9. I MUST provide an unofficial transcript to certify that my education qualifies towards the minimum requirements of the position. A copy of my degree will not be accepted to certify my education. I have attached my unofficial transcript.

Yes No

- * 10. I certify that to the best of my knowledge, my answers to the supplemental questions are true and accurate and that all relevant experience, education, certifications, licenses, and trainings are included on my application form. I understand that my answers are subject to verification and that any intentional misrepresentation may be sufficient cause to eliminate me from further consideration for this position.

Yes

- * Required Question