

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

LAND SURVEYING ASSISTANT - 1938

DEFINITION:

Under general supervision, to serve as chief of a survey party for complex preliminary and final construction, location, and mapping surveys; to perform complex surveying calculations and adjustments; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Directs the set-up and progression of a variety of survey projects, such as earthwork construction, grade determination, property/boundary lines, preliminary and final construction, and mapping;
- Reviews, approves, and processes subdivision and other types of maps and land title documents to ensure they are in compliance with state and local ordinances;
- Establishes and confirms property boundaries on subdivision maps;
- Records maps with the San Diego County Surveyor's Office and San Diego County Recorder's Office;
- Resolves surveying problems in the field;
- Establishes vertical and horizontal control networks for field surveys;
- Utilizes electronic total stations, data collectors, bar code level, and Global Positioning System (GPS) equipment;
- Performs complex coordinate geometry land surveying calculations;
- Prepares legal descriptions, records of surveys, easement and survey plats, and certificates of correction and compliance;
- Keeps survey notes and sketches by hand and using computer-aided drafting and design (CADD) programs;
- Reviews electronic survey data for accuracy and completeness;
- Obtains necessary information from office files to locate bench marks and tie points;
- Directs the setting of stakes for construction projects and the setting of monuments and other permanent survey markers;
- Provides support and supervision to the City Geographic Systems Cadastral Mapping Program and may perform CADD project processing;
- Performs earthwork volume and area calculations;
- Reviews private surveyors' subdivision maps;
- Directs the survey of new subdivisions and other survey projects using manual and electronic surveying procedures;
- Supervises the care and maintenance of survey equipment;
- Prepares reports;
- May serve as party chief on a survey crew;
- Assigns, trains, and rates the work performance of subordinate survey aides and instrument operators.

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree in Land Surveying, **AND** two years of full-time journey-level surveying experience; **OR** a Bachelor's Degree in Civil Engineering or Geographic Information Systems (GIS), with at least 30 semester/45 quarter college-level units of land surveying coursework, **AND** two years of full-time journey-level land surveying experience; **OR** registration as a professional Land Surveyor with a State licensing board, **AND** two years of experience as a Principal Survey Aide with the City of San Diego; **OR** Land Surveyor-in-Training (LSIT) certificate issued from a State licensing board, **AND** two years of full-time journey-level land surveying experience. Qualifying journey-level land surveying experience must include performing at least one of the following functions: 1) producing and/or reviewing survey, subdivision, and topographic maps or land title documents; 2) producing cadastral components of a geographical information system; or 3) performing as a party chief or instrument operator on a survey crew.