

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
LAND SURVEYING ASSOCIATE - 1939

DEFINITION:

Under direction, to plan, assign, coordinate, and review the work of field survey parties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Reviews survey requests and makes work assignments to survey crews;
- Reads and interprets construction plans, field survey notes, maps, records-of-survey, and right-of-way drawings;
- Prepares survey notes and sketches by hand and utilizing computer-aided drafting and design (CADD) programs;
- Coordinates, inspects, and reviews the work of assigned survey crews;
- 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;
- Prepares legal descriptions, records-of-surveys, easement and survey plats, and certificates of correction and compliance;
- Prepares survey notes and sketches by hand and utilizing computer-aided drafting and design (CADD) programs;
- Trains, evaluates, and rates the work performance of assigned subordinates;
- Consults with assigned survey crews to assist them with the more difficult technical problems;
- Evaluates and makes recommendations concerning survey methods and equipment;
- Maintains liaison with and provides information to persons concerned with survey projects;
- Utilizes electronic total stations, data collectors, bar code level, and Global Positioning System (GPS) equipment;
- Maintains records of assigned equipment;
- Reviews, approves, and processes subdivision and other types of maps, and land title documents to ensure they follow state and local ordinances;
- Participates in and/or supervises the preparation of computer records and records-of-survey;
- Provides technical assistance to personnel using electronic instrumentation or doing advanced mathematical calculations related to survey coordinate systems or balancing field survey and level nets;
- Establishes horizontal and vertical control for field surveys;
- Performs complex coordinate geometry land surveying calculations;
- May serve as Party Chief on a survey crew;
- Prepares reports.

* **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>.

Bachelor's Degree in Land Surveying, **AND** three years of full-time journey-level land surveying experience as described in the NOTES below; **OR** Bachelor's Degree in Civil Engineering or Geographic Information Systems (GIS), which must include a minimum of 30 semester/45 quarter college-level units of land surveying course work, **AND** three years of full-time journey-level land surveying experience as described in the NOTES below; **OR** Registration as a Professional Land Surveyor with a state licensing board; **OR** Land Surveyor-In-Training (LSIT) Certificate issued from a state licensing board, **AND** three years of full-time journey-level land surveying experience as described in the NOTES below.

NOTES: Qualifying journey-level land surveying experience must include performing all of the following functions: 1) producing and/or reviewing survey, subdivision, and topographic maps or land title documents. 2) producing cadastral components of a Geographic Information System. 3) party chief on a survey crew performing all the following duties: preliminary, topographic, and/or construction staking surveys; analyzing and/or resolving conflicts between field and record data when making a boundary determination; performing complex coordinate geometry calculations; analyzing conflicts between design plans and existing improvements; preparing cut sheet notes and sketches; reviewing as-built plans, maps, record-of-survey, and right-of-way drawings; and collecting, reviewing, and processing survey data for CADD mapping.